

MARSHALSWICK PRE-SCHOOL

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

2.1 Employment – Staff Code of Conduct

(Including suitability, contingency plans, training and development)

Policy statement

We meet the Safeguarding and Welfare requirements of the Early Years Foundation Stage ensuring that our staff are appropriately qualified and we carry out checks for criminal and other records through the Criminal Records Bureau in accordance with statutory requirements.

Procedures

- The welfare of the child is paramount.
- All staff are responsible to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.

Code of conduct examples

- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding.
- Early years practitioners are responsible for nurturing and educating young children as well as providing information and support to parents.
- Early years practitioners should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues.
- Early years workers have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- All staff have a responsibility to contribute to the settings responsibility to protect children and encourage a 'safer working culture'.
- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Nursery Head Teacher any deficiency in the standards.
- If staff have concerns regarding the Nursery Head Teacher or other senior staff members the Whistleblowing Policy may be followed.
- When information is necessarily confidential it should only be made available on a "need to know" basis.

- Staff should dress appropriately for their job and give a positive image.
- No jewellery except watches, important rings and studded

earrings.

- Except for medical reasons, employees must not take any substances that might affect their work.
- No staff should consume or be under the influence of drink/drugs during their hours of work.
- No smoking is permitted on the premises.

- Staff mobile phones should not be carried on the person within the pre school and nursery rooms; they should be stored away safe.

- The nursery telephone number should be used as the main point of contact for staff in an emergency.

- The use of mobile phones being carried on a person or used in the nursery room will result in a disciplinary procedure unless this is for music or instant photos requested by the Nursery manager. All photos on personal phones must be deleted.

- It is the responsibility of the Nursery Manager to approve photographs for use on displays and for marketing purposes.

- All staff should be aware of the settings e- safety policy regarding access to and use of the internet.

Disqualification

- Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person's employment with us will be terminated.

This policy was adopted on

Date to be reviewed

Signed on behalf of the management

Name of signatory

Role of signatory
