

EYFS: 3.4-3.18, 3.19, 3.21, 3.22

At Early Days Nursery we take the safety and welfare of our children and staff seriously. All persons, staff paid/unpaid, volunteers and students are to conduct themselves in a professional manner, conducive to caring for children and working within a team. This includes working with our families, working with multi-agencies and external professionals. The following are guidelines for appropriate conduct. Failure to adhere to this may result in disciplinary action and/or dismissal or disqualification from working with children. This code of conduct should be read in conjunction with the Staff Contracts, Job Descriptions, Staff Handbook and Nursery Policies.

### **Expected staff behaviour**

Within our nursery we expect our staff to:

- Put our children first, their safety, welfare and ongoing development is the most important part of their role.
- Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all.
- Treat every child, family and colleague with respect and fairness.
- Adhere to nursery policies.
- Maintain high standards of customer service.
- Work as part of the wider team, cohesively and openly.
- Be aware of their requirements under the EYFS Statutory Framework and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development.
- React appropriately to any safeguarding concerns quickly and concisely in accordance to the nursery / Local authority procedures and training received.
- Not share any confidential information relating to the children, nursery or families using the facility.
- Maintain the public image of the nursery and do nothing that will pull the setting into disrepute.
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- Adhere to the Mobile Phone, Recording Devices and Social Networking policy
- Report to management immediately any changes in personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, people living in the same premises, any social service involvement with their own children.
- Dress professionally, wearing appropriate uniform.

### **Unacceptable staff behaviour**

- Being aggressive or violent towards children, customers, or colleagues.
- Being disrespectful or threatening towards children, customers, or colleagues.

- Smoking on the premises.
- Stealing from the nursery.
- Using mobile phones on the premises, unless agreed and used within the office or chalet when it is used as a staffroom.
- Use corporal punishment in any manner.
- Deliberately damage the nursery or its resources.
- Befriend parents using social media to ensure relationships remain professional.

### **Monitoring staff behaviour**

Within the nursery we:

- Conduct regular staff observations, during which we will look at interactions with children and their peers and include observations of staff carrying out personal care.
- Have regular supervisions with all staff in which ongoing suitability will be monitored and recorded.
- Any changes to staff health and suitability to do the job are also recorded during supervision meetings.
- Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding policy including DBS checks and references.

Some behaviours that may cause concern and will be investigated further:

- Change in moods
- Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation)
- Changes in the way of acting towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)
- Sudden outbursts
- Becoming withdrawn
- Secretive behaviours
- Missing shifts, calling in sick more often, coming in late
- Standards in work slipping
- Extreme changes in appearance.

### **Procedures to be followed:**

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Ultimately, we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure on the safeguarding policy will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be called.

All conversations, observations and notes on the staff member will be logged and kept confidential.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>22<sup>nd</sup> April 2023</i>	<i>Gina Chamberlain and Tracey Webb</i>	<i>October 2023</i>