



Sandcastles Nursery

Early Years Code of Conduct

Reviewed: September 2017 (SR)

Next Review: September 2018

Please note that the term 'parents' also relates to carers and those with legal guardianship of children.

This policy should be read in conjunction with the schools (St Faith's at Ash Prep School) code of conduct.

This policy applies to:

- **Sandcastles Nursery including 'early,' 'late' and 'wrap around care.'**

Guiding Principles

- The welfare of the child is paramount.
- All staff are responsible to safeguard and promote the welfare of children and young people. The 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 behavior and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 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.

Within the Code of Conduct...

- All staff must recognize and respect the value and intrinsic worth of each child and family, regardless of economic and/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 for parents.

- Early Years Practitioners should seek to improve their understanding of the development of young children through ongoing continuous professional development and collaboration with colleagues and outside agencies.
- Early Years staff have a responsibility to understand and adhere to current guidance and legislation that supports their role.
- All staff should dress appropriately for their role and conduct themselves in a positive manner.
- Tattoos should not be visible and covered appropriately.
- Except for medical reasons, staff must not take any substances that may affect their work.
- No staff member should consume or be under the influence of drink/drugs during their hours of work.
- No smoking is permitted on the premises.

Best Practice Guidelines in Relation to Safeguarding:

- All staff have a responsibility to contribute to the setting's responsibility to protect children and encourage a 'safer working culture.'
- All staff will be expected to follow the agreed procedures, without fear of recrimination, to bring to the attention of the Headmaster (**Mr Lawrence Groves**) and/or the Nursery Manager (**Mrs Sarah Reynolds**) any deficiency in the standards of the setting.
- If staff have concerns regarding any other staff members (including senior management) the Whistleblowing Policy and Procedure must be followed.
- When information is deemed as 'confidential' it should only be made available on a 'need to know' basis.
- All staff should be vigilant with regards to safeguarding and child protection (including radicalization and extremism.) This includes keeping up to date with policy, legislation, guidance and training.
- All staff should be aware of the procedures to carry out should they suspect that a child is 'at risk.'
- Staff mobile phones must not be carried 'on the person' within the Nursery rooms.
- The school telephone number (**01304 813409**) should be used as a main point of contact for staff in an emergency.
- It is the responsibility of the Headmaster and/or the Nursery Manager to approve the use of photographs for displays, newsletters and/or marketing purposes.
- All staff should be aware of the settings e-Safety Policy regarding access to and use of the internet.
- Should staff access social media they should ensure that the setting is not brought into disrepute.

