



# EYFS Code of Conduct

Updated  
May 2018

## St Faith's Prep School EYFS Code of Conduct

This policy applies to Sandcastles Nursery including 'early,' 'late' and 'wrap around care' and all staff, volunteers and visitors in Sandcastles Nursery.

*(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 Prep School) Code of Conduct.

### 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.