



### EYFS CODE OF CONDUCT POLICY

<b>Date of Policy</b>	<b>September 2023</b>
<b>Member of staff responsible</b>	<b>Sarah Reynolds</b>
<b>Role</b>	<b>Head of Early Years</b>
<b>Last Review</b>	<b>Significant changes</b>

This policy applies to Sandcastles Nursery including 'early,' 'late' and 'wrap around care' and all staff members, 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 members 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 members 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.
- Providers must comply with the Equality Act (2010) to ensure the fair and equal treatment of staff members of different gender, race and sexual orientation, thus reflecting the importance of ensuring a diverse early years workforce, which better reflects wider society.
- Staff members should continually monitor and review their practice and ensure they follow the guidance contained in this document.

### **Within the Code of Conduct...**

- All staff members must recognise 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.
- Staff members are responsible for nurturing and educating young children as well as providing information and support for parents.
- Staff members should seek to improve their understanding of the development of young children through ongoing continuous professional development and collaboration with colleagues and outside agencies.
- Staff members have a responsibility to understand and adhere to current guidance and legislation that supports their role.
- Staff members 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 members 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 when children are present or about to be present. Staff members should not vape or use e-cigarettes when children are present.

### **Best Practice Guidelines in Relation to Safeguarding:**

- Staff members have a responsibility to contribute to the setting's responsibility to protect children and encourage a 'safer working culture.'

- Staff members will be expected to follow the agreed procedures, without fear of recrimination, to bring to the attention of the Headteacher (Mrs Helen Coombs) and/or the Nursery Manager (Mrs Sarah Reynolds) any deficiency in the standards of the setting.
- If staff members 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 members should be vigilant with regards to safeguarding and child protection (including radicalisation and extremism.) This includes keeping up to date with policy, legislation, guidance and training.
- All staff members should be aware of the procedures to carry out should they suspect that a child is 'at risk.'
- Staff members 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 members in an emergency.
- It is the responsibility of the Headteacher 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, including cyber security. Helpful guidance on cyber security can be accessed at:  
<https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings>
- Should staff access social media they should ensure that the setting is not brought into disrepute.