



Bolitho Nursery

enable · nurture · thrive

Policy 3.2

Code of Conduct

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EYFS: 1.6, 1.8, 1.11, 3.20

Policy Statement

Children usually feel more confident and positive about themselves and their learning when parents/carers and practitioners work together in an atmosphere of mutual respect (EYFS - Effective Practice: Parents as Partners)

Aim

Bolitho Nursery recognises that to make children feel valued and to enhance the learning and development of those who attend our setting, a positive and effective partnership with parents/carers is essential and will be encouraged at all times.

Procedures

Bolitho Nursery will strive to provide a safe, welcoming and happy environment for the children and families that access our services. We firmly believe that by working together parents/carers and educators can provide long lasting and beneficial effects on children's learning and emotional well-being. This policy is to be used as a guide for all parents/carers, volunteers, staff, extended family, committee members, visitors, students and professionals who access our setting. We have a legal responsibility to provide a comfortable, safe and happy environment for all of our children and staff, in which the rights of the child are considered at all times.

Bolitho Nursery places great value on the physical and emotional well-being of the children. Meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with parents/carers, strive to deliver personalised learning, development and care to help children get the best possible start in life.

We will do this by:

- Providing an open, welcoming environment where everyone's contributions are not only valued and respected but positively encouraged.
- Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.
- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued and parents will feel that their views and opinions are important.

To ensure the smooth running of the setting, due regard should be given to the following:

Policies and Procedures

Our policies and procedures are available on request; we display a policy of the month in the setting. New parents can see a copy of key policies upon enrolment of their child. Compliance with all policies and procedures is essential. All new staff will receive an induction where key policies and procedures are discussed and where everyone is made aware of the procedures for the Emergency Evacuation in case of fire or other critical incidents.

Communication

Communication is the key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards others, using acceptable verbal and non-verbal

language. Under no circumstances will aggressive or offensive language be acceptable from anyone, no matter what the circumstances.

Discipline Issues

Any discipline issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to them directly. Children's behaviour should only be discussed within the confines of the setting. Whilst disciplining a child staff should refer to the Promoting Positive Behaviour Policy.

Respect

We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote attitudes to diversity and difference within all people.

Confidentiality

Confidentiality is paramount and everyone is expected to comply with the Confidentiality Policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.

Conduct

Always act in the best interests of everyone within the nursery setting and wider families.

Professional Conduct

- Employees are expected to undertake their duties in a manner that promotes the good name of Bolitho Nursery and does not bring the nursery into disrepute.
- The employee must not engage in any activity which could undermine the viability of the nursery or cause the employee to be unable to carry out their duties effectively.
- Members of staff must not have their mobile phones on their person whilst carrying out their duties. Please refer to Mobile Phone Policy. This is for the protection of both our children and all staff members.
- Staff must be prepared to undergo training to ensure they meet OFSTED and other legal requirements and to attend regular staff meetings. It is the staff member's responsibility to ensure they have read and are up to date with the settings policies and to review them at regular intervals.
- All staff have a current DBS check.
- All staff are required to adhere to their job description at all times.
- Punctuality - you are expected to arrive at work prior to your shift starting leaving ample time so that you are in the room ready to start work at the designated time.

Bolitho Nursery would view non-compliance of any of the above extremely seriously and should any breach occur the situation will be investigated and disciplinary action may be taken against the employee, which could result in dismissal. In addition, Bolitho Nursery may take legal action against an employee should it be deemed necessary.

Should an employee be unclear about any aspects of the terms and conditions surrounding 'professional conduct' they should discuss their query with the Manager or Director immediately. **For this code of conduct policy to be effective, everyone concerned must take ownership and assume responsibility for it. To ensure this happens:**

The Management will endeavour to:

- Abide by the standards of conduct as set out in this policy,

- Provide all parents/carers with access to a copy of this policy, making them aware of its importance and the implications of not abiding by it,
- Ensure that all volunteers, students and visitors, in addition to staff, are made aware of it and agree to abide by its terms and conditions,
- Ensure that this policy is provided to staff upon acceptance of employment and that they are made aware of the serious implications of not acting within its boundaries

The staff will endeavour to;

- Abide by the standards of conduct as set out in this policy,
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service,
- Work with colleagues, management and parents/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service,
- Act as positive role models at all times,
- Provide policies and procedures to ensure that parents/carers 'helping out' are not left alone with a child and are not placed in a situation where they may feel awkward

Parents/carers will endeavour to;

- Abide by the standards of conduct as set out in this policy.

Breach of Code of Conduct

Any breach of the Code of Conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include, but is not limited to, any of the following procedures:

- A first and final warning meeting/letter being issued to inform the relevant person of the outcome of the investigation and that another breach of conduct will not be tolerated
- A restraining order being sought against the relevant person, which will in affect prevent that person from attending the session, even to drop off or pick up children
- The suspension and possible withdrawal of a child's place

This action will only be undertaken if all other avenues have been explored and the management feel that this is the only possible course of action left open to them. If staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, the Police will be contacted and their assistance requested to deal with the situation.

This policy was adopted on	Signed on behalf of the nursery	Date for review
24th March 2020		March 2021