

STAFF CONDUCT POLICY

At Stonham Aspal Pre-School we value the professionalism and individuality of our staff,

volunteers and students. We wish to ensure that our team reflect the high standards of our

pre-school and represent the pre-school in dealings with the children, parents, carers, other

professionals and the public. We require all staff, volunteers and students to provide a

positive model of behaviour by treating children, parents and one another with friendliness,

care and courtesy.

Failure to comply with the Staff Conduct policy may result in

disciplinary action being taken.

**Professional Standards for Staff**

It is expected that all staff, volunteers and students will;

* Be flexible, reliable and punctual.
* Be honest and trustworthy in word and actions.
* Be hard working and willing to do as directed, carrying out tasks competently in a timely manner.
* Be friendly and a positive role model to everyone: children, parents and other staff.
* Be welcoming to everyone within the pre-school.
* Be professional at all times.
* Ensure your knowledge and expertise is up to date and relevant.
* Show initiative.
* Contribute to and promote an environment that is free from discrimination, bullying
* and harassment;
* Maintain high standards in safety and hygiene by keeping the pre-school safe and

clean, maintaining a safe environment.

* Act in the best interest of the children at all times.
* Ensure inclusive practise is provided at all times.
* Give equal opportunities to everyone within the pre-school regardless of their age,

gender, race, religion, culture or background

* Read and follow all pre-school policies and procedures and implement them at all

times;

* Maintain confidentiality at all times in accordance with our Confidentiality Policy. Any issues, including personal, concerning children, their parents, staff, volunteers or students should not be discussed outside the pre-school;
* Keep all personal belongings, including mobile phones in the office during session times and medication safely locked away from the children.
* Ensure that your behaviour at work or outside does not reflect negatively on the pre-school in any way that would bring our reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites.
* Understand that babysitting for parents out of pre-school hours is: a private

arrangement between you and the parent, is undertaken at your own risk and has

absolutely no bearing on or connection to Stonham Aspal Pre-School.

**Relationships with Children**

It is expected that all staff, Volunteers and students will;

* Be a positive role model at all times.
* Encourage children to express themselves and their opinions.
* Allow children to undertake experiences that develop self-reliance and self-esteem.
* Respect the rights of all children.
* Speak to children in an encouraging and positive manner.
* Encourage children to be courteous and polite.
* Listen actively to children and offer empathy and support.
* Give each child positive guidance and encourage appropriate behaviour in line with our Behaviour Management Policy.
* Regard all children equally, and with respect and dignity.
* Have regard to the cultural values, age, physical and intellectual development, and abilities of each child at the setting.
* Provide opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the setting, including encouraging he children to keep themselves safe.
* Report any concerns promptly to the Pre-School Manager and Safeguarding Children Officer.
* Be vigilant in safeguarding and keeping children safe at all times.

**Relationships with Parents and Carers**

It is expected that all staff, volunteers and students will:

* Be respectful of, and courteous towards, parents at all times.
* Communicate with parents in a timely, professional and sensitive manner.
* Respond to concerns expressed by parents in a timely and appropriate manner.
* Respect the cultural context of each child and their family.
* Work collaboratively and in partnership with parents.
* Consider the perspective of parents when making decisions that impact on the education and care of their child.
* Respect the privacy of information provided by parents and keep this information confidential, unless it relates to a safeguarding issue or disclosure.

**Relationships with Colleagues**

It is expected that all staff, volunteers and students will;

* Develop relationships based on mutual respect, equality and fairness.
* Respect that staff may have differing beliefs.
* Work enthusiastically and be supportive of colleagues.
* Communicate with colleagues in a positive manner.
* Work as a team in a courteous, respectful and encouraging manner.
* Value the input of colleagues.
* Respect the rights of others as individuals.
* Share expertise and knowledge as appropriate and in a considered manner.
* Give encouraging and constructive feedback, and respect the value of different professional approaches.
* Not discuss any disagreements between staff in the presence of any child, parent or carer.

**Close Personal Relationships**

Stonham Aspal Pre-School appreciates that close personal relationships do exist in the workplace. Whilst these relationships need not present a difficulty, they do need to be appropriately managed with guidelines in place to ensure that the pre-school maintains its duty of professional care and to avoid any breaches of confidentiality, conflicts of interest, unfair advantage or misuse of authority. Examples of a close personal relationship are:

* A family relationship.
* A business/ commercial/ financial relationship.
* A romantic relationship with a colleague, parent or carer, other professional or supplier.

The above definitions are examples of close personal relationships which may give rise to conflicts of interest in the workplace. However, close personal relationships are not restricted to these examples and any staff member who considers they are in a potential conflict of interest should declare it as outlined below.

It is expected that staff, volunteers and students will;

* Not befriend parents or carers on any social media sites.
* Act in accordance with Pre-Schools policies if close personal relationships already exist with parents/carers new to the setting.
* Not allow a close personal relationship to influence their conduct at work.
* Declare to the setting managers any existing or new close personal relationship which may give rise to an actual or potential conflict of interest, trust or breach of confidentiality.

The setting managers will treat these matters sensitively and in confidence and in consultation with the member of staff, find ways in which potential issues can be avoided. All declarations are treated in confidence, recorded in writing and placed in the employee’s Personal File. Staff who declare a personal relationship at work will be treated fairly.

This Staff Conduct Policy links to the following Policies in the setting:

Behaviour Management

Complaints Procedure

Confidentiality

Documentation

Employment Policy

Equality and Diversity

Health and Safety

Learning Environment

Partnership with Parents/Carers

Safeguarding Children

Special Educational Needs

Social Networking

Responsibility

* Stonham Aspal Pre-School will ensure that all staff, parents, volunteers and others involved in its work will follow and implement this policy.
* The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.
* This Staff Conduct Policy will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents will also be invited to contribute.
* We will listen to children’s point of view and consider this when making and reviewing policies.

This Staff Conduct Policy was adopted at a meeting of the Stonham Aspal Pre-School Committee:

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| Date | June 2020 |
| To be reviewed again by: | June 2021 |
| Chairperson signature |  |
| Pre-School Managers signature |  |