Employment

2.3 Code of Conduct & e-safety

**Statement:**

We provide a copy of the Code of Conduct to each staff member/apprentice/student/volunteer during their induction to fully brief them of our daily practice.

**Procedures:**

* Staff/volunteers must never use any kind of physical punishment, such as smacking, hitting, or rough handling of children.
* Staff/volunteers must never smoke or vape on the settings premises.
* Staff/volunteers must not use unprescribed drugs other than paracetamol and ibuprofen or be under the influence of alcohol.
* Staff/volunteers must never behave in a way that frightens or demeans any child/young person or each other.
* Staff/volunteers must never use racist, sexist, homophobic or other discriminatory or offensive language.
* Staff/volunteers must try to avoid being alone with a child whenever possible. In situations where this may be needed think about ways of making this less secret for example by telling another member of staff what you are doing and where you are going, leaving doors open, being in earshot of others, using walkie/talkies.
* Staff/volunteers should be aware of the potential for misunderstanding when touching children. Touching should be appropriate to the situation. Consoling a child who is upset, administering first aid, or supporting a participant in an activity is acceptable and necessary behaviour. Staff/volunteers should, however, endeavour to minimise any possible misunderstanding of their actions.
* Staff should avoid excessive one-to-one attention beyond the requirements of their usual roles and responsibilities.
* Staff should be aware of their language and topics of conversation in front of the children.
* Physical contact should be open and initiated by the child’s needs, e.g., for a hug when upset or help with toileting. Always prompt children to carry out personal care for themselves and if they cannot manage ask if they would like help.
* Staff/volunteers are to talk to children and young people about their right to be kept safe from harm.
* Staff/volunteers are to listen to children and young people and take opportunities to raise their self-esteem.
* Staff/volunteers are to work as a team, agreeing what behaviour to expect from children and young people and be consistent in enforcing it.
* Staff/volunteers must read the Safeguarding & Child Protection Policy.
* Staff/volunteers must feel confident that they know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
* Staff/volunteers must seek advice and support from your colleagues and your Designated Safeguarding person.
* Staff/volunteers must be clear with anyone disclosing information that could concern the safety and well-being of a child that you cannot guarantee to keep this information to yourself.
* Staff/volunteers must never let allegations, made by anyone, go unacknowledged, unresolved, or not acted upon. Discuss with your designated Safeguarding person – the setting Manager.
* Staff should be aware of our Child Protection Policy including making allegations of abuse against a fellow member of staff. While you are advised to speak to your settings Designated Person in the first instance, there may be times when those working with young children are unable to discuss concerns with colleagues and will want to report concerns about practices and procedures for the safeguarding of children and young people to Ofsted; the Ofsted Whistle-blower Hotline number is: 0300 123 3155
* Staff/volunteers are to seek opportunities for training.
* Staff/volunteers must wear Uniform or black top and staff badges during sessions.
* Staff/volunteers must not text or make personal telephone calls without seeking permission from their supervisor during session times.
* Staff mobile phones must be left in the kitchen during session times; important personal calls may be made with the Managers permission in the kitchen area only.
* The setting mobile phone and personal mobile phone cameras must never be used to take photos/videos of the children.
* Staff/volunteers must read and understand all Pre-School policies and procedures.
* Staff who undertake employment for families related to the Pre-School, Breakfast Club or After School Club do so on a private basis and is separate from their role with us. We do not recommend staff and take no responsibility for their conduct.

**E-safety:**

* Staff members are not to accept parents/carers/students as new ‘friends’ on social websites such as Facebook/Twitter etc. ‘Friendships’ with parents/carers that are/were personal friends outside of Pre-School are acceptable.
* Staff members should consider their role and responsibilities as an Early Years Practitioner before uploading/commenting/posting on social websites. This issue is regularly raised at Staff Meetings and team members are reminded about their responsibility to the reputation of the setting.
* Under no circumstances should staff members discuss the setting, children (or their families) who have, are or will be attending the setting on social websites – even if asked by a parent/carer. This would be a breach of the Confidentiality Agreement signed during Induction and, therefore, be a disciplinary offence.
* The setting Facebook page is a valuable communication & marketing tool to existing and potential families. We do, however, take every step to ensure the site is managed professionally and is always monitored closely by the Co-owners and Manager.
* We have introduced Private Facebook Groups, which parents must request to become members of. These Groups are used to share photos of the children at Pre-School with their families & we no longer post any photos of the children on our public Facebook page.
* Photographs of the children attending Pre-School are always appropriate and only appear if permission from parents has been granted.

Review date Manager Signed Next Review date

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