PLAYDAYS PRESCHOOL – STAFF CODE OF CONDUCT

23RD MARCH 2018

The Code of Conduct forms part of an employee’s contract. Failure to comply with Playdays’s Preschool Policies and Procedures may result in disciplinary action being taken and Playdays Preschool reserves the right to take legal action against employees where breaches of the Code warrant such action.

1. Staff should remember that the care and welfare of the child should always come first and that children should be treated with respect and kindness
2. Staff should provide an example of good conduct that you would wish others to follow. This includes speaking to each other and the children in a respectful manner. Adhering to the Setting’s Policy on British Values.
3. Children should not be restrained unless it is for their own safety or the safety of others
4. Adults and children have a responsibility to treat each other with dignity and respect
5. Staff should be able to ‘tune in’ to the children’s physical, verbal and gesture/sign language to understand and interpret what is being expressed
6. We will not tolerate any discrimination or harassment based on race, disability, religion, sex, national origin social or economic background
7. We encourage practitioner to challenge any behaviour (practitioners, parents, child, others) that goes against this ethos
8. Ensure that your behaviour at work or outside does not cause embarrassment to Playdays Preschool or reflect negatively in any way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites
9. Practitioners should be aware of Data Protection rules and regulations regarding information retained on Practitioners, Parents, Children
10. Practitioners should be clear about the purpose of any activity which involves photography or recording of children. Practitioners must not take, display or distribute images of children, unless they have consent to do so from Parent or Guardian.
11. Staff must report any behaviour by colleagues that raises concerns, by following Playdays Whistleblowing Policy
12. Staff must ensure that all documents regarding sensitive information from Parents/Children are locked away each day
13. That practitioners are familiar with and carry out all of the policies and procedures within the setting
14. That practitioners are aware of how to deal with any concerns/complaints regarding Safe Guarding

Signed: ………………………………………………. Practitioner

Signed: ………………………………………………. Manager

Dated: ……………………………………………….