

Staff Code of Conduct Policy



Approved by: Nazmon Hannan

Last reviewed on: May 2026

Next review due by: May 2028



The Nursery believes that it is essential to maintain standards of conduct at work to ensure the delivery of quality services and to protect the well-being of all its staff and children. The following policy ensures that all staff are aware of the standards set by the Director of Jan Pre-School Limited.

Purpose

All actions concerning children and young people must uphold the best interests of the children as a primary consideration. Staff must always be mindful that they hold a position of trust and their behaviour towards the children in their charge must be above reproach. This Code of Conduct is not intended to detract from the enhanced experiences children gain from positive relationships with staff. More importantly, it is intended to assist staff by offering guidance on prudent conduct. Consequently, the purpose of this code of conduct for Jan Pre-School and Nursery staff is:

- To identify boundaries and responsibilities,
- To agree on communication and accountability,
- To explain the expectation from each employee,
- To ensure staff demonstrate high standards of conduct in order to encourage our children to do the same,
- To ensure that staff avoid putting themselves at risk of allegations of abusive or unprofessional conduct,
- To help staff understand what behaviour is and is not acceptable,

The Code of Conduct should also be read in conjunction with the job description, contract of employment, grievance procedures, disciplinary procedures, complaint procedures and all policies and procedures relevant to the Nursery.

This policy applies to all Staff and temporary/casual workers of the Nursery, including volunteers.

Procedures

Policies and Procedures: The Nursery has a range of policies and procedures which apply to all staff. These are available from the office, published on the website and bookmarked on all iPads. All staff must read the policies and comply with their terms. Failure by any staff member to do so may result in disciplinary action.

Equal Opportunities: Our Equal Opportunity Policy reflects one of the Nursery's core values. All Staff are entitled to fair treatment by others and to be treated with respect and dignity. In return, they are expected to treat others in this way.

Attendance, Timekeeping and Appointments:

- Staff are required to comply with the rules relating to notification of absence set out in the Contract of Employment.
- Staff are required to arrive at work promptly and be ready to start work at their contracted starting times.
- Staff are required to remain at work with the children until their contracted finishing times. The Nursery provides a signing-in and signing-out system for recording staff attendance. The signing-in and out sheets are used to calculate salaries and monitor absences and overtime. It is important that this is filled in correctly; there may be implications for pay.



- Staff must obtain management authorisation if, for any reason, they wish to arrive later or leave earlier than their agreed normal start and finish times.
- Persistent poor timekeeping may result in disciplinary action.

provided with a Health and Safety induction when joining the nursery, as well as ongoing training. All activities should be carried out with the highest regard for the health and safety of all staff, children, and visitors. Staff have a responsibility to carry out tasks in accordance with the training received, e.g. manual handling, and to wear protective clothing provided where appropriate. (See Health and Safety Policy).

Staff should be role models for the children regarding their own health and hygiene. Leading by example is the best way to teach good behaviours to children, for example:

- Have a clean, neat and tidy appearance,
- Encourage children's awareness of physical development (exercise, diet, rest, challenges, and risks),
- Show the importance of hydration (drink plenty of water),
- Show how keeping fit is important to the development of the mind and body.

Mobile Phones and Cameras:

- Members of staff must keep their personal mobile phones switched off or muted in the office. Personal mobile phones are not permitted in any areas accessible to children or where children are present.
- It is recognised that in certain situations it may be necessary for staff to have a mobile phone for the use of the setting, e.g. on an outing. The mobile phone on an outing must be used only for emergency contact.
- Personal mobile phones or similar devices must not be used to take photographs of children,
- Staff have a duty to ensure parents do not use their mobile phones to take photos in the setting or answer a call,
- Members of staff must only use cameras provided by the setting to take photographs of children. Failure to comply will result in disciplinary action.

Social Contact: All staff are expected to uphold professional boundaries. Staff have a duty to obtain their manager's approval for any planned social contact with children and their families. Confidentiality of employment must be upheld during social contact. In summary, staff should:

- Ensure all contact with existing children or their parents is of a professional and nursery-related nature.
- Consider the appropriateness of the social contact according to their role and the nature of their work.
- Always approve any planned social contact with children or parents with senior colleagues.
- Advise senior management of any social contact they have with a child or parent with whom they work, which may give rise to concern.
- Staff must not engage in conduct outside work which could seriously damage the reputation of the nursery or the employee's own reputation or the reputation of other members of the nursery.



•Be cautious when undertaking work outside the nursery, either paid or voluntary, such that it does not conflict with the interests of the nursery nor is to a level which may contravene the working time regulations or affect an individual's work performance.

Dress Code and Appearance: The Nursery will provide T-shirts with a logo. All staff must wear it at all times. Staff should wear comfortable black trousers (not jeans), which allow free movement and are appropriate to their role. If any staff members prefer to wear a dress or a skirt, they must consider health and safety laws to keep themselves safe when moving up and down stairs and when carrying babies. Therefore, it is recommended to keep the skirt or dress length just below the knee. Similarly, any dress or skirt that is too short might be considered culturally sensitive.

We appreciate that it is sometimes difficult to make appointments, such as with Doctors or dentists, at a time that is convenient for both the employee and the Nursery. In most cases, the Nursery requires you to make appointments in your own time; however, when this is not possible, appointments must be scheduled at the beginning or end of a shift and agreed with your manager.

Professional Development: It is expected that a childcare practitioner will continually update their knowledge and skills through a life-long learning approach. A Child Care Educator should not undertake an activity in which they do not feel competent or is outside their area of practice and knowledge. We will always acknowledge and assess the strengths and limitations of an Educator's expertise and will ensure there is regular supervision and support.

There are some mandatory trainings that all staff should undertake. Staff need to identify what is expected and ensure they attend these sessions. This will be discussed during the induction and as a continuous process while employed by Jan Preschool Ltd. The Nursery is fully committed to staff development, and we will advise on other training courses that might be relevant. Training is also provided at our monthly staff meetings and other in-house sessions.

Alcohol, Drug Abuse, Smoking and E-cigarettes:

The consumption of alcohol on the premises is strictly forbidden unless it is part of an agreed event authorised by management, such as a staff barbecue. Any employee who is found to be consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. Please be aware that even if you are not found to be intoxicated, coming into work suffering from the immediate aftereffects of alcohol may also impair your ability to perform your role to the required standards. A breach of this procedure is considered an act **of gross misconduct**.

- The possession, use or distribution of drugs for non-medical purposes on the premises is strictly forbidden.
- Smoking is forbidden on the premises. Any member of staff who is found smoking on the premises where not permissible will face disciplinary action under the disciplinary procedure.
- Members of staff who wish to smoke before their shift commences or at break times, must ensure that they are not identifiable by their uniforms and are a reasonable distance from the building. Staff have a duty to ensure they



do not smell of smoke at any time during working hours. Cigarettes, matches and lighters must be kept securely away from the children.

- Electronic Cigarettes - Although they are generally thought to be less harmful than smoking real cigarettes, electronic cigarettes still contain the addictive chemical nicotine as well as other toxic substances. Consequently, for the purposes of this code of conduct, the smoking of substitute cigarettes is deemed to be the same as smoking the real thing. Therefore, please observe our no smoking rules.

Medication: Staff must not be under the influence of any medication which may affect their ability to care for children. If a member of staff is prescribed medication by their doctor that may affect their ability to perform work, then this should be discussed with the Nursery Manager. **Medication must be kept in the provided locker and not left in bags or coats.**

Safeguarding: we are committed to safeguarding and promoting children's welfare and expect all staff, contractors, and volunteers to share this commitment. Staff must conduct themselves professionally with all children and babies. All communication with the children and babies must be in proper words and sentences. Physical contact with the children should only take place during intimate care and if they need reassurance and support when upset.

Health, Safety and Hygiene: The Nursery will take positive action to minimise the incidence of all workplace risks, as required by the Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments, we aim to systematically remove the causes of accidents/incidents and ill health. Staff will be

Staff should ensure hands and nails are kept clean and long hair is tied back. Staff's fingernails must not be too long, which can cause an injury to the child or to themselves by breaking their nails during work. Jewellery should be minimal to avoid safety implications. Any visible tattoos or piercings should be discussed with the Nursery Managers regarding their suitability for your role. Open-toe sandals and walking barefoot are not allowed in the setting. Shoes must be flat and black in colour. Trainers are not allowed inside the rooms.

Any staff wearing a headscarf must keep it within the neckline and not dangle it from their shoulders. The colour of the scarf should coincide with our uniform colour (purple).

Accountability: Staff are accountable to the Nursery for undertaking activities associated with their job/role. A member of staff must inform their manager if they do not feel competent to undertake any activities and must request reasonable/appropriate training. Staff have a duty to report any behaviour by colleagues that raises concern (please see the Whistle Blowing policy).

A childcare practitioner has a duty to respect families by:

- Valuing their cultural diversity, opinions and choices,
- Being non-judgmental,
- Seeking clarification and not assuming,
- By listening and responding appropriately,
- By acknowledging her/his own limitations,
- Maintaining appropriate behaviour and activities between the family and her/himself,



All staff,

- have a responsibility to challenge any discriminatory remarks or behaviour against other staff members, visitors, children and their families.
- have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues.
- must avoid using inappropriate or offensive language at any time.
- have a duty to notify the Nursery of any circumstance which may affect their suitability to work with children.

The Nursery Managers are responsible for ensuring all staff, including contractors, bank staff, students and volunteers, are suitable to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks as well as other sources, such as employer references, identity checks and qualification checks, amongst others. **The nursery requires each member of staff to subscribe to the government's DBS Update Service within 19 DAYS of receiving their initial or revised DBS certificate. This service can be accessed online at <https://www.gov.uk/disclosure>.**

Whistle Blowing: Whilst we expect all our colleagues, both internal and external, to be professional at all times and to hold the welfare and safety of every child as their paramount objective, there may be occasions when this is not happening. It is vital that all team members discuss any concerns with their line manager at the earliest opportunity, so that any problems can be ironed out as soon as they arise. If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery's disclosure procedures:

- That a criminal offence has been committed or is being committed or is likely to be committed,
 - That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, National Minimum Standards, National Care Standards),
 - That the health or safety of any individual has been, is being, or is likely to be, endangered,
 - That the environment has been, is being, or is likely to be, damaged,
 - That information tending to show any of the above, is being, or is likely to be, deliberately concealed,
 - That you challenge discriminatory behaviour and report any incidents. Where you reasonably believe one or more of the above circumstances has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken.
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- If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to the Proprietor. Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure.

Employees are expected to declare all convictions, cautions, court orders, reprimands and warnings that affect suitability. A childcare practitioner has a duty to notify the nursery manager of any changes in circumstances that may affect their



suitability to work with children. The nursery will perform an annual status check for all staff. The Nursery will act with integrity and sensitivity, and in a manner deemed reasonable, in all its dealings with staff. The Code of Conduct is deemed accepted as soon as a member of staff commences employment. We thank you for your cooperation and welcome any feedback from staff that will help us improve this code of conduct.