



## Ditton Church Pre-School



## Staff Code of Conduct Policy

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## **1. Introduction**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff at Ditton Church Pre-School are expected to respect. It recognises that staff are in a unique position of influence and must maintain behaviour that sets a good example to all of the children within the Pre-School.

Whilst every effort has been made to ensure that the guidance provided is as detailed as possible, situations may arise which are not specifically covered in the code. Where this happens, employees are expected to use their professional judgement and act in the best interests of the Pre-School.

## **2. Compliance with the Code of Conduct**

Failure to comply with the code of conduct, and with the associated Pre-School policies, may result in disciplinary action being taken. Where clarification is needed on any aspect of this document, this should be sought from the Pre-School Manager.

## **3. Summary of Principles**

As an employee of Ditton Church Pre-School, you should put the well-being, development and progress of children first. As an Early Years practitioner, you are a Person of Trust and have a duty for the care, support, education and safeguarding of every child within the setting.

To the public you are a representative of the Pre-School. You are expected to maintain the highest standards of professional competence, integrity, confidentiality, and personal conduct. Contact with all members of the Pre-School, committee, parents and outside visitors should be courteous and professional.

As an Early Years Practitioner working with children, we would expect calm voices, eye level communications and a friendly and welcoming manner, demonstrating good role modelling of how we treat each other. You should also ensure that your relationships with your fellow employees are always conducted in a professional and courteous manner. It is not acceptable to use sarcasm or make jokes at the expense of staff and children or embarrass or humiliate others, or discriminate against or favour children.

It is not acceptable for you to publicly criticise Ditton Church Pre-School, colleagues or the Committee through any online medium including social media and you must be aware that the laws governing defamation, breach of copyright, etc. apply equally to on-line as to other forms of communications. Offensive, discriminatory or otherwise inappropriate comments will not be tolerated and may constitute a disciplinary and/or criminal offence, as could the disclosure/publication of any confidential or personal information about the Pre-school, its staff, children or other members of the school community.

It is incumbent on you to ensure that you are aware of and comply with any relevant rules and instructions which pertain to your particular job, including the Early Years Foundation Stage, Early Years Statutory Requirements, Keeping Children Safe in Education, working together to Safeguard Children, Confidentiality and Whistleblowing. Please refer to our policies and procedures on the aforementioned topics, and ensure that your training is up to date.



## 4. Professional Responsibilities and Conduct

### 4.1 Safeguarding of all Children

All staff are responsible for the safeguarding and well-being of children. Staff should familiarise themselves with the safeguarding policy and be aware of the signs of abuse and neglect.

### 4.2 Appropriate Relationships

Staff are expected to treat all children and families with dignity and fairness, building relationships of mutual respect and at all times observing proper boundaries appropriate to a person in a position of trust.

Staff must not discuss any Pre-school matters outside of our set communications with families, this may result in breach of Confidentiality and Safeguarding Policy.

### 4.3 Expressing concern about irregularities and tackling malpractice

If you feel there is something seriously wrong at work, please tell the Pre-School Manager or Committee Chairperson. It might be, for example, the conduct of another employee, a work practice, or something that is endangering the safety of children or staff. You might be the first to notice it and your intervention could stop things getting worse. Employees are expected to adhere to our Whistleblowing Policy in any situation of concern.

### 4.4 Equality

All members of the community, including pupils, families and other employees have a right to be treated fairly and with dignity. You must make yourself aware of and comply with Pre-School's Equality and Diversity Policy.

You must follow the Early Years guidance and must not allow your own personal / political opinions to influence your work. In particular, you must not behave or act in any way that undermines fundamental British Values as defined within the Counter-Terrorism and Security Act 2015 as democracy; the rule of law; individual liberty; mutual respect; tolerance of different faiths and beliefs.

You must not express radical or extremist views; promote or permit the voicing of views or incitement of any action in support of extremism, terrorism, radicalisation or any prohibited organisations.

### 4.6 Standards of Appearance

Staff are expected to present a professional appearance and to dress appropriately to the circumstances within their working environment, bearing in mind that you are working with children. Logo Polo tops, sweatshirts and fleeces will be allocated along with a name badge. We ask that staff wear comfortable trousers and safe shoes (no open toe). Dress should not be offensive or revealing and should not display political or other contentious slogans.

Where uniform or protective clothing is issued it must be worn as required when at work or representing the Pre-school. PPE should be worn when carrying out nappy changes, body fluid clean ups.

You must maintain appropriate standards of conduct whether or not on duty, e.g. when travelling to and from work.



#### **4.7 Declaration of interests**

Employees should consider carefully whether they need to declare to the Pre-School any relationship with any individual(s). If you work in close proximity with other employees or children to whom you are related or have a close personal connection you must maintain a strictly professional relationship at work. You should also be aware that if any relationship leads to disruption in the workplace, unacceptable conduct or performance or situations involving undue favouritism or detriment, action will be taken under the appropriate procedure which could lead to you being redeployed or your contract terminated.

#### **4.8 Criminal Charges and Convictions**

You must advise your manager immediately if you are charged with or cautioned or convicted of any criminal offence whilst you are an employee of Ditton Church Pre-school. While such proceedings will not necessarily affect your employment, the Pre-school need to be sure there are no implications for the provision, its reputation, the safety of children or in relation to the role you undertake.

### **5. Use of Drugs, Alcohol and Cigarettes**

Employees must not use drugs, alcohol or any other substance before work, during a break or at lunchtime that is capable of causing their behaviour, judgement or performance at work to be affected.

We are a no smoking Pre-School and do not permit smoking or vaping in, outside or close by to the church centre premises. Staff are not permitted to smoke or vape whilst wearing preschool uniform.

### **6. Health and Safety**

Employees must adhere to the Pre-School's Health and Safety policy, which can be found on our website. Each employee must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

Staff should be aware of staff deployment in the room and outdoor area to ensure we maintain the correct ratio of staff to children in all areas. Children must usually be within sight and hearing of staff and always within sight or hearing. Whilst eating, Children must be within sight and hearing of a member of staff.

Employees of Ditton Church Pre-School are required to take responsibility for their own health at work. This includes the following:

- Reporting any injuries or illnesses you suffer as a result of doing your job.
- Telling your employer if something happens that might affect your ability to work, such as suffering an injury outside of work or having a medical procedure.
- Telling your employer if you have an ongoing medical condition or are required to take medication that may affect your ability to work.
- Seeking medical advice when necessary to determine if you are fit for work.



## **7. Essential Training**

You are expected to make every effort to comply with reasonable requests to attend training which is a statutory requirement or essential for your role, as well as staff meetings.

Employees will be required to undertake mandatory training to be able to safely work in ratio (including but not limited to safeguarding and health and safety), and will be required to take additional training and support to continue their professional development. Practitioners are also responsible for ensuring they upskill themselves and request help and support as and when they need.

## **8. Information Technology, Social Media and Data Protection**

Everyone using computing equipment has a duty of care to use it according to prescribed arrangements, e.g. to avoid introducing computer viruses, to comply with the Data Protection Act, General Data Protection Regulations and to safeguard and ensure the security of information.

Personal use of any devices such as mobile phones is prohibited within working hours. Mobile devices must be kept locked in bags or in the staff kitchen and employees may use them in their allocated breaks, away from the children.

We would discourage social media friendship with families from the setting. If you are a 'friend' of a parent, you should be particularly careful not to share information about children, staff or working practices. You should ensure that full privacy settings are applied to all your social media accounts. You must remain professional at all times and also ensure your activities/posts do not conflict the interest and trust of your position as a Person Of Trust.

Please refer to the Safeguarding, Online Safety and GDPR Policies for further explanation.

## **9. Use of Pre-School Resources and Equipment**

Facilities, equipment, materials and other resources provided by Ditton Church Pre-school is for use in your work and must not be used for any other purpose without permission (e.g. photocopying, private telephone calls). The Pre-school mobile phone is provided exclusively for business use and must not be used to make private calls.

## **10. Confidentiality**

Ditton Church Pre-School is committed to open government and, in law, certain information must be made available to employees, committee, service users and the public. However, employees must make sure they know whether information is 'public' or confidential and treat it accordingly.

You may sometimes acquire information at work which has not been made public or is confidential. Examples include information about a child or family, a colleague, information on tenders or costs, the proceedings of confidential meetings.

You must ensure that sensitive and/or confidential information is properly secured and safeguarded at all times. Particular care must be taken with information stored on portable electronic media such as laptops and memory devices.



Confidential information which comes into your possession must not be used for personal benefit or divulged to other parties except in the proper course of duty, for example to other professionals working with the same child. If you have any doubt whether or not disclosure is appropriate, you must check with your Manager, DSL or Chairperson before releasing confidential information.

Some information can be extremely valuable in business and commerce and its publication loss or misuse could seriously disadvantage Ditton Church Pre-school and its employees. Therefore, it is important that you do not, deliberately or inadvertently, pass on information, including software, during or after your employment with the Pre-school, to anyone who has no right to receive it. You must not discuss, disclose, publicise or use such information for your own or anyone else's personal interest or advantage.

You must decline any approaches or offers made asking for information. Approaches or offers of this kind must be declared to your Manager without delay.

## **11. Copyright**

You should be aware that 'intellectual property' such as software, ideas, documents, etc. created during your employment belongs to Ditton Church Pre-School. All files, materials, the media upon which they are located and all software programmes or packages which are utilised or developed solely for or in connection with your job remain the property of the Pre-school.

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

January 2026

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

January 2027