

**Happy faces Preschool**  
**CODE OF CONDUCT FOR STAFF**

Our setting is committed to building strong, positive relationships in order to provide a safe and welcoming environment for children and their families, as well as a harmonious working environment for staff, students and volunteers. In order to achieve this, all staff are required to adhere to the following code of conduct. Students and volunteers will also be expected to respect this code of conduct.

- Staff must conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner
- Staff should be punctual and let the Manager know at the earliest opportunity if they are going to be absent.
- Staff must display knowledge and understanding of safeguarding
- Staff must display a commitment to treating all children as individuals and with equal concern and respect
- Staff must have regard for wearing appropriate clothes and shoes when working with children, paying due regard to health and safety issues
- Personal mobile phones may not be used during working hours. The setting phone can be used to make or receive emergency calls.
- Family members and friends should not visit staff during their working hours.
- Comments or information pertaining to the setting or any staff, child or parent connected with the setting must not be placed on social networking sites such as Facebook, Twitter or My Space.
- Staff must be continually aware of their conduct and behaviour outside of the setting, as this may have a negative reflection on the childcare setting.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is permitted on the setting's premises
- Outside of the setting, staff must not smoke or consume alcohol while they are wearing the setting's uniform
- No bullying, swearing, harassment or victimisation will be permitted on the setting's premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated
- All staff are expected to treat everyone respectfully at all times.
- Behaviour deemed inappropriate may lead to disciplinary action.

**Confidentiality**

Confidentiality within the setting must be respected by:

- Not discussing individual incidents, behaviour or information about children in front of parents/carers and other children
- Not discussing confidential matters about children with other parents/carers
- Not discussing confidential matters about parents/carers with children or other parents/carers
- Not discussing confidential information about other staff members, students or volunteers

In circumstances where staff have a reason to believe that a child is at risk of abuse or neglect, the Safeguarding Policy will override confidentiality on a 'need to know' basis.

