

# CODE OF CONDUCT

At Junior's Day Nursery we are committed to ensuring that children's well-being and safeguarding is at the heart of everything we do. As such we recognise the role that all members of staff play in ensuring that we are positive role models and that safeguarding best practice is at the core of all our values.

## OUR CODE OF CONDUCT SETS OUT THAT ALL STAFF WILL AGREE AND ADHERE TO THE FOLLOWING:

- Adhere to all nursery policies and procedures.
- Report any disclosures, concerns or allegations regarding any child, member of staff or volunteer immediately to the Designated Safeguarding lead
- Not promising to keep secrets and not asking anyone to do so
- Maintaining confidentiality – only sharing private and sensitive information about a child when it is in their best interest to do so, e.g. if there is a safeguarding concern or disclosure
- Following the nursery's whistle blowing procedures by reporting any disclosures or allegations against any member of staff or volunteer without delay to the nursery manager
- Listening to, respecting and supporting all children in our setting
- Acting in the best interest of the children at all times
- Being aware of our position of trust
- Being friendly and a positive role model to everyone: children, parents and other staff
- Ensuring inclusive practice is provided at all times
- Maintaining appropriate professional boundaries and developing positive relationships with children, families and colleagues.
- Adhering to Junior's policy on the use of communication technologies including the use of mobile phones, cameras, tablets, the internet and social media
- Prohibiting social contact with children and their families outside of nursery
- Avoiding or minimising the time any adult is alone with a child – especially in a secluded area
- Maintaining positive staff behaviour at all times. Junior's will not tolerate the use of sarcasm, swearing, insensitive or belittling comments or behaviour or punishment of any kind.
- Maintaining good time keeping and adhering Junior's policy in relation to notification of absence.
- Maintaining a professional appearance during working hours, adhering to the uniform policy and high standards of hygiene and presentation.
- Communicating with colleagues in a positive manner.
- Be hard working and work as part of the team to support colleagues
- Completing and maintaining children's records; using professional language whilst ensuring Family is up to date with observations and assessments of children's learning
- Maintaining professional behaviour when representing the setting externally and/or with visiting professionals
- Be motivated and happy to do your job
- Practitioners are not permitted to buy/give gifts for any of the nursery children



**Failure to adhere to the code of conduct may result in disciplinary action**

Staff Name ..... Date ..... Signed.....

