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| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**2.5 Staff Code of Conduct**

**Policy Statement**

We are committed to promoting the best environment for nurturing young children’s development, health and well-being. Staff have a responsibility to carry out tasks in accordance with training received and act as role models to children and other staff members.

**Aim**

The aim of this policy is to provide staff of the expectations whilst representing Pavilion Pirates Preschool, both inside and outside of the setting. These expectations include: -

* Valuing cultural diversity, opinions and choices
* Being non-judgemental
* Maintaining professional behaviour at all times. This includes avoiding using inappropriate language and actions.
* Challenging discriminatory remarks or behaviour against staff, visitors, children and their families

**Requirements**

* 1. **Dress code and appearance**
* Uniform - The preschool will provide t-shirts, hoodie and/or fleece jacket. Staff should wear comfortable black trousers or long shorts for the summer months (not jeans or leggings). Shoes should be flat and practical. No flip-flops to be worn.
* Smart appearance – Jewellery should be kept to a minimum to avoid safety implications.
* Long hair should be tied back when handling food and nails should be kept clean and short

**1.2 Team and Partnership working**

* Staff are required to work co-operatively within the team and respect the skills, expertise and contribution of colleagues. They are expected to treat others fairly and without discrimination. Staff must communicate effectively, both verbally and in writing. As required, they must share their knowledge, skills and expertise with other team members in order to improve practice.
* Staff must work with other members of the team to promote a safe and caring environment that is conducive to safe and ethical practice. Should a problem arise, this should be reported to the Lead or Deputy Lead Practitioner.

**1.3 Disclosure and Barring Service (DBS)**

* All staff have a duty to notify the preschool of any circumstance which may affect their suitability to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) and these are reviewed periodically. Prior to employment references, identity checks and qualification checks are carried out.

The preschool requires each member of staff to subscribe to the government’s DBS Update service upon receipt of certificate. This service can be accessed online at https:/www.gov.uk/disclosure

**1.4 Mobile Phones, cameras and other devices**

Please refer to Policy 1.6 for further information

**1.5 Confidentiality**

* Staff must guard against breaches of confidentiality by protecting information from improper disclosure. Please refer to Policy 10.9 for further information.

From time-to-time information about a child may need to be shared with outside agencies. You may share this information without consent if, in your judgement, there is good reason to do so, such as where safety of a child may be at risk. Please refer to our Safeguarding Policy 1.2 (a) for further information.

**1.6 No Smoking, Alcohol and drug abuse**

* Staff are not permitted to smoke on the premises. This includes the use of E-cigarettes. Please refer to Policy 8.7 for further information. If you smoke, please can you move away from the building and ensure your uniform is not visible.
* The consumption of alcohol on the premises is strictly forbidden.
* The possession, use of, and distribution of drugs for non-medical purposes on the premises is strictly forbidden.

**1.7 Accountability**

* Staff are accountable to the preschool for undertaking those activities that are associated with their job/role. (Please refer to your job description/specification). A member of staff must inform the Lead Practitioner if they do not feel competent to undertake any activities and must request appropriate training.
* Staff are required to arrive at work promptly and be ready to start work at their contracted starting times.

**1.8 Whistleblowing**

If staff suspect there is inappropriate behaviour from one of their colleagues, they should feel confident to report this the Lead or Deputy Practitioner. Please refer to Policy 1.8 for further information.

**1.9 Professional Development**

It is expected that all staff will continually update their knowledge and skills through a life-long learning approach. This will be discussed at staff supervisions. Some training is mandatory and staff will be expected to undertake this as part of their job role.

**1.10 Bullying**

We are committed to ensuring that all of our employees are treated with dignity and respect at work. Bullying and harassment of any kind, including cyberbullying will not be tolerated.

For further information on any of the above please refer to the Staff handbook and Pavilion Pirates policies or speak to the Lead or Deputy Lead Practitioner.

**2.5 Staff Code of Conduct**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every two years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2027**