



Acorns Nursery Staff Behaviour/Code of Conduct

The purpose of this policy is to provide a framework for safe professional practice and effective partnership between staff, leaders, and parents/carers. It applies to all staff, volunteers, visitors and cover staff working with children on and off-site, and requires that these adults will:

- Place the welfare of children as their first and paramount consideration.
- Accept responsibility for their own actions and behaviour and avoid any conduct that might cause questions to be asked regarding their intentions.
- Work in an open and transparent way.
- Make a record of any incident and promptly consult with their manager
- Apply the same professional standards regardless of gender, race or sexual orientation
- Be aware of the name of the designated person with responsibility for safeguarding, and understand their responsibilities under the safeguarding policy.
- Understand that any breaches in the law or professional expectations may lead to criminal or disciplinary action and barring.
- Understand their responsibilities to report the unprofessional conduct of other adults working in, or on behalf of, the nursery.

Policies and Procedures:

Acorns have numerous policies and procedures in place to protect the safety and wellbeing of all who use the setting. Staff are responsible for ensuring that they read, understand and implement all the policies and procedures.

Staff should update themselves on the policies and procedures, and should seek further information/clarification if they are unsure on anything stated within them.

Confidentiality:

All individuals working with children must have regard to the settings' confidentiality policy. The confidentiality of the children and families who use the nursery must not be compromised at any time unless in line with safeguarding procedures as outlined in the settings' safeguarding policy. At no point should staff be discussing children outside of the setting or use confidential or sensitive information about a child or their family for their own benefit or to embarrass or humiliate them. Likewise, information regarding the nursery should not be shared casually.

There are times when information will need to be shared with outside agencies. Prior to this happening, permission must be sought from the nursery manager, the parents/carers, and where reasonably possible, the child.

Behaviour:

Staff have a responsibility to maintain public confidence and must uphold high standards of personal conduct to do so, both within and outside of their work setting. They must not say anything, or behave in a way, that has the potential to bring the nursery or the committee into disrepute.

Appearance:

Staff should ensure they are dressed appropriately at all times. Clothing should be comfortable and allow for free-movement appropriate to their role and responsibilities. Minimal jewellery should be worn which does not pose any health and safety risks. Any visible tattoos should not cause offense in any manner.

Gifts:

Whilst there may be occasions where parents/carers or children may wish to give a small token of appreciation to staff at religious festivals or at the end of placement, it is unacceptable to receive gifts on a regular basis.

Personal gifts should not be given to children and any reward to a child should be consistent with the settings' behaviour policy.

If unsure on whether to accept a gift, staff should consult the nursery manager or committee.

Infatuations:

It is not unusual for children, or sometimes their parents/carers, to develop infatuations or 'crushes' towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening reported to your manager.

Social Contact:

Staff should remain professional at all times. With any social contact with parents/carers, confidentiality should always be maintained. Social contact with parents/careers and children, both current and past, should always be of a professional nature.

Physical Contact:

There are occasions where physical contact may need to be made between staff and children. This should always be made in response to their needs at the time, of limited duration, and appropriate to their age, stage of development, gender, ethnicity and background. Physical contact should never be secretive, for the gratification of the adult, or represent a misuse of authority.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may make a child exceptionally needy and demanding of physical contact. In such cases, staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Any extreme attention-seeking or behaviour of children that makes staff feel uncomfortable should be reported to the manager.

Children in Distress:

On those occasions where a child may be in distress or in need of comfort and reassurance, staff should ensure that they remain self-aware at all times and that their contact with the child is not open to misunderstanding.

Behaviour Management:

The nursery is committed to the use of positive behaviour management (see Acorns behaviour policy). At no point must staff use any form of physical punishment, threats, sarcasm, or demeaning comments as a method of managing unacceptable behaviour.

Mobile Phones:

All mobile phones must be switched off or turned to silent when in nursery and are to be stored in the cupboard. The Acorns mobile (07895151782) or school office number (01452 750467) must be used for an emergency contact number.

We understand that there may be circumstances where staff may need use of their mobile phone. In such cases, the nursery manager should be informed and they should be used away from the children.

It is recognised that in certain situations it may be necessary for staff to have use of their mobile phone, such as on a trip. In such circumstances, staff must only use their mobile phone in an emergency and it must not detract from the quality of supervision and care of children.

Photography, Videos and Other Creative Arts:

Whilst photographic and video images play a valuable role within the EYFS to provide evidence of children's development and to celebrate achievements, there is potential for such images and opportunities to be misused by adults with ulterior motives.

Staff should be able to give account of the rationale behind any images of pupils that are in their possession. Images and videos should be stored securely and only used by those authorised to do so.

When taking photographic or video evidence of children, staff should be sensitive to the needs of the children and be mindful of those who may have been abused in this way. Permission should always be sought from the child in a way suitable to their age and stage of development, before staff proceed to take pictures or videos of them. Staff should be aware of those children who appear uncomfortable and they should not force a child to have their picture or video taken.

Permission from parents/carers to use images of children for publicity purposes is usually given during the admissions process. Staff must ensure that permission has been given for photographic images to be taken. For most uses, the names of children must not be published.