



# Staff Code of Conduct

## Policy Statement

Abbotsham and Alwington Pre-School believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its staff and children. The following policy will make sure that all staff are aware of the standards set by Abbotsham and Alwington Pre-School.

The purpose of this policy is to establish, and encourage, all staff to achieve high standards of conduct at work and to help provide a fair and consistent way of dealing with alleged failures to observe them.

## Procedure

- All staff are expected to give the highest possible standard of service to the public. Staff should conduct themselves with integrity, impartiality and honesty. Breaches of conduct and personal behaviour will be subject to disciplinary procedures.
- All staff have an absolute duty to promote and safeguard the welfare of children and to take appropriate action where they consider that a child may be at risk of suffering harm.
- The policy applies to all staff, volunteers and temporary/casual workers.
- Our Valuing Diversity and Promoting Equality policy reflects one of Abbotsham and Alwington Pre-School core values. All staff are entitled to fair treatment by others and to be treated with respect and dignity. In return, they are expected to treat others in this way.
- Staff must not use any information obtained during their employment for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

## Disclosure of personal information relating to staff/children/public

Many staff have access to personal information, for example, medicine forms. In order to comply with the GDPR (general data protection regulation), all staff must treat this information in a discreet and confidential manner, and adhere to the following guidelines:

- Written records and correspondence should be kept securely at all times.
- Information relating to staff/children/public must not be disclosed either orally or in writing to unauthorised persons.
- Information relating to staff/children/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Staff should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information.
- Confidential matters relating to staff/children/public should not be discussed in areas where they may be heard by passers-by, for example corridors, reception.

- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action.
- Staff are not permitted to make statements or write letters to the media.
- Where staff are aware, or have evidence of illegal, improper or abusive behaviour of another member of staff towards the children, he or she must notify it immediately to the Abbotsham and Alwington Pre-School manager, unless the allegation is against the manager when he or she should bring it to the attention of the Chair of the committee or Designated Safeguarding Lead/deputy. Where a member of staff fails to report such concerns this may be construed as misconduct and lead to disciplinary action.
- Abbotsham and Alwington Pre-School believes in treating all staff with respect and trust in a mature, respectful and considerate manner and expects the same approach from staff. Abbotsham and Alwington Pre-School expects employees to respect property, other staff and their property at all times. Staff should also demonstrate the characteristics they are trying to inspire in the children. Failure to observe the standards of behaviour expected breaks the bond of trust that is fundamental to Abbotsham and Alwington Pre-School/staff relationships and may lead to disciplinary action.
- Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice. Failure to notify absence is unauthorised absence.
- All senior management must set a timekeeping standard that is known to all staff. This standard should be applied consistently with staff arriving and departing from their place of work at the agreed times. Staff must inform senior management of their whereabouts and expected time of return when they are out of the Pre-School grounds.
- Staff must not cause loss or damage through carelessness, negligence, a reckless act or breach of instructions. It is only a disciplinary offence if the individual is considered to be personally responsible.

It is the responsibility of all staff to carry out reasonable instructions. In those circumstances where a member of staff refuses to obey a reasonable instruction, it will be necessary to investigate the situation and, depending on the outcome of an investigation, disciplinary action may be taken.

Staff should be aware of the following expected standards of behaviour when attending work related events in and outside of work time where attendance could be seen as representing Abbotsham and Alwington Pre-School. The Staff Code of Conduct, staffing and employment policies will still apply e.g. regarding drug/alcohol abuse, harassment and discrimination:

- Consideration and respect for others.
- Those in a position of management/senior management should not behave in any way that could undermine their position.

- Abbotsham and Alwington Pre-School should always be seen in a favourable way by the public.
- Smoking is not permitted in any part of the building or grounds at any time.
- Staff have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. Refer to Health and Safety Policy.
- Any member of staff who commits a fraudulent act is liable to disciplinary action, which may include dismissal and possible criminal prosecution, even for a first offence. Staff involved in the investigation of alleged fraud may be required to sign an additional code of conduct relating to their specific duties.
- Staff must report to the Pre-School manager details of any arrest or criminal conviction or caution made against them by the Police (except for minor traffic offences, i.e. where they do not result in imprisonment or suspension of his or her driving licence), where the offence is also a breach of discipline and/or may have a direct impact on the employee's job, or where it calls into question their suitability to work with children.
- Where a member of staff has witnessed misconduct i.e. a fraudulent activity; he or she will have a duty to report such an incident.
- It is Abbotsham and Alwington Pre-School's policy that all current and prospective members of staff will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. Staff must ensure that they do not unfairly discriminate on the grounds of gender, race colour, marital status, national or ethnic origin, nationality, sexual orientation, disability, age or religion. All job applicants and workers are treated equally and Abbotsham and Alwington Pre-School will make reasonable adjustments where appropriate for disabled applicants and workers.
- Abbotsham and Alwington Pre-School seeks to provide an environment for all members of staff, contractors, temporary workers and volunteers free from harassment, bullying, intimidation and victimisation. Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying.
- A uniform is provided, consisting of two t-shirts and two cardigans/jumpers, which should be worn on a daily basis unless stated by the manager. Staff should ensure they are dressed decently, safely, and appropriate for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.
- No member of staff is permitted to discuss or post any information relating to any part of their work at Abbotsham and Alwington Pre-School and, including but not exclusive to, comments on other staff, children, the working day and practices. This includes but is not exclusive to Facebook and Twitter and is in line with our safeguarding and privacy policies.
- Personal belongings such as bags, purses and mobile phones are subject to search for legitimate reasons. These searches could be carried out by the safeguarding officers or the manger or deputy manager. All phones must be kept locked in their filing cabinet along with personal bags.

## **Alcohol and drugs**

Staff must ensure that they are not unfit for duty as a result of the effects of alcohol or drugs. Staff should be aware of the lasting effects of alcohol and drugs, both prescription and illegal, and ensure that any consumption of these substances does not impair their ability to discharge their duties.

Managers must investigate and not make assumptions as similar symptoms may occur in some illnesses.

Managers will encourage employees to seek help as soon as a problem is identified. Consideration will need to be made about the most appropriate action. To help bring any issues into the open a confidential meeting should be arranged with the individual (he/she may be accompanied by a work colleague).

The meeting will be handled sensitively and focus on the wish to improve the employee's performance. The purpose should be to encourage the member of staff to admit there is a problem and explore the cause or reason for the problem.

It is important to establish whether any aspect of the job or stress has made the member of staff turn to drugs or alcohol. It should be emphasised that the member of staff should be encouraged to seek help from a GP or a specialist agency. Members of staff with a drink or drugs problem should have the same rights to confidentiality and support as they would if they had any other medical condition.

The consequences of continual poor performance need to be underlined if an employee is not ready to admit or refuses to recognise there is a problem. It is important to try and be supportive for as long as possible.

Where an employee continually fails to reach adequate performance levels and fails to accept help and/or improve then it may result in dismissal.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) \_\_\_\_\_

Signed on behalf of the Pre-school \_\_\_\_\_

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.