




Staff Code of Conduct

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Reviews and Approvals

Policy adopted:	April 2017 by Windmill Under 5s Management Committee	
It was last reviewed:	19 March 2021	
It will be reviewed:	Spring Term (February) 2022	
Signed & dated:	 11/6/21	Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

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Policy Statement

At Windmill Under 5s we value the professionalism and individuality of our staff. We wish to ensure that staff reflect the high standards of our preschool and recognise that we represent the preschool in our dealings with the children, carers, other service users, professionals and the public. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents, carers and one another, with friendliness, care and courtesy.

The Code of Conduct forms part of an employee's contract and should be read in conjunction with our Employee Handbook and Windmills Policies and Procedures. Staff should be aware that failure to observe the Code of Conduct or the Policies and Procedures of the preschool, could result in disciplinary action and ultimately dismissal.

It is expected that all staff, volunteers and students at Windmills should provide an example of good conduct that they would wish others to follow.

All staff, students and volunteers should:

- Be flexible, reliable and punctual
- Be honest and trustworthy in word and deed
- Be hard working and willing to do as directed
- Be motivated and happy to do their job
- Be friendly and a positive role model to everyone, children, parents and other staff members
- Work enthusiastically and support colleagues
- Not demean or undermine children, their parents or carers, colleagues or visitors to Windmills
- Be hard working and work as part of the team
- Be welcoming to everyone
- Communicate with each other in a positive manner
- Maintain high standards in safety and hygiene, by keeping the preschool safe and clean
- Show initiative

- Ensure work attire is appropriate for the work place at all times (see Employee Handbook for more details)
- Keep confidentiality at all times (any issues – including personal – concerning children, their parents/carers, staff and students should not be discussed outside the preschool)
- Act in the best interest of the children at all times
- Use and encourage children to say 'please' and 'thank-you' and use general manners
- Ensure practices are inclusive at all times
- Give equal opportunities to everyone within the preschool regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on any protected characteristics (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity). See Valuing Diversity and Promoting Inclusion and Equality Policy for further details.
- Be familiar with all the preschool policies and procedures and must be responsible for adhering to the correct procedures and practices at all times.
- Ensure that behaviour at work or outside work does not cause embarrassment to the preschool or reflect negatively on the preschool in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites.
- Understand that babysitting for parents out of preschool hours is at participants' own risk and that the preschool is not liable for anything that happens in this time.
- Know that there is a duty to safeguard children from abuse or neglect. The duty to safeguard children includes the duty to report concerns about a child to the Designated Safeguarding Person (see our Safeguarding Children and Child Protection Policy for more details).
- Never work under the influence of alcohol or non-medically prescribed drugs, as this may affect ability to care for the children.
- Be aware of the impact of regular, punctual attendance, to enable adherence to staff/child ratios.
- Consider professional integrity and judgment when posting on social network sites preschool business should never be discussed on social network sites and comments should not be made that might bring the preschool into disrepute. Staff should ensure all their dealings are transparent and open to scrutiny. (See IT, Internet and Social Networking Policy for more details.)
- Only members of Windmills staff and elected members of the Management Committee who have a DBS check are permitted to take photographs within Windmills. Parents/carers helping during a session or parents/carers who are settling in their

children, volunteers and other visitors are not permitted to take photographs during Windmills sessions.

- Staff will only take photographs with the Windmills business phone and tablets, the children's play cameras and the Business Manager's camera (for use at public events, prospectus, website and Hallmark Magazine photographs only). Under no circumstances should personal cameras or phones be used.
- Ensure personal mobile phones are stored in the basket in the kitchen during session time and should only be looked at in an emergency in the kitchen space, and not taken into the main room. (See Mobile Phone and Photographic Images Policy).
- Always maintain appropriate professional boundaries, avoiding any behaviours that could be misinterpreted by others.
- Ensure the whistleblowing procedure is used for reporting and handling concerns, including poor or unsafe practice, fraud, malpractice, criminal offences, inappropriate behaviour or unethical conduct. (see Whistleblowing Policy for more details)

To be completed by all staff, students and volunteers at Windmill Under 5s:

I confirm that I have read and understood the Employee Code of Conduct and I am aware that failure to observe the Code of Conduct or the Policies and Procedures of the preschool could result in disciplinary action and ultimately dismissal.

Signature

Print Name

Date
