



Code of Conduct

Parents, children and all stakeholders are entitled to expect the highest standards of conduct from all our staff, and it is regarded as an essential part of the warm welcoming ethos of our Preschool. The aim of this Policy is to provide guidelines which will help us maintain and improve standards and protect all our staff from any misunderstandings or criticism.

Standards:

We expect all our staff to provide high levels of care and if necessary, advice to parents and other members of staff. Staff will be expected, by following agreed procedures and without fear of recrimination, to bring to the attention of the Preschool Manager any deficiency in the standards. If it is the Preschool Manager who is causing the concern, then please speak to Julie Richards – the Childcare Operations Director to discuss

Disclosure of Information:

We are a very open democratic Preschool and pride ourselves on open communication; however, when information is necessarily confidential it should only be made available on a “need to know” basis.

Appearance:

The appearance which we present to each other, parents and visitors is important and impacts upon the image of the Preschool. Our expectation of all staff is that they conform to standards of dress as befits a profession. Staff should wear the Preschool logo polo shirt /jumper and give a positive image. Long hair should be tied back, no jewellery except watches, important rings and studded earrings should be worn. Be Happy uniform shall not be worn to any event or social gathering that is not connected to Preschool work.

Drugs, Alcohol and Smoking:

Except for medical reasons, employees must not take any substances that might affect their work. No staff should consume or be under the influence of drink/drugs during their hours of work. No smoking is permitted on premises.

Hospitality, Gifts and Sponsorship:

Staff should not accept significant personal gifts from outside suppliers or hospitality that might give rise to suspicion or concern. Offers to attend purely or mainly social or sporting functions should only be accepted when the function is part of Preschool life or when the Preschool is being represented, or when it is clear that the hospitality is corporate rather than personal.

New Staff Appointments:

All staff involved in appointments should ensure that they are based on merit. In order to avoid any possible action or bias, no staff should be involved in an appointment where they



are related to an applicant or have a close personal relationship outside work. Similarly, they should not be involved in decisions relating to discipline or pay adjustments.

Outside Commitments:

All staff should consult the Preschool Manager before taking on additional employment. They should be clear about their contractual obligations and make sure their additional employment does not conflict with their Preschool interests.

Behaviour:

All Preschool staff must remember at all times that the position that they hold is particularly significant as parents and families are placing the most precious possession they have in our care. We must be aware that we need to reflect the awareness of the significance of our role by behaving in a responsible, mature and respectful manner at all times, including when not in the workplace.

Our Behaviour co-ordinator is; **Joanne Poole** (Manager)

Mobile phones:

In relation to use of mobile phones and use of digital equipment, some best practise guidelines are set out as follows:

1. All staff mobile phones should not be carried on the person or within the Preschool rooms; they should be stored securely in the Office and turned on silent.
2. The Preschool main telephone number should be used as the main point of contact for staff in an emergency.
3. It is the responsibility of the setting Manager/Deputy to delete all photographs stored on a digital camera after transfer to the computer for printing purposes.

Social network, such as Facebook, MSN, Twitter:

Social networks should be personal to the staff member, staff should not comment on their work place, colleagues, parents or children from the Preschool. There should never be photos of the Preschool or the children who attend the Preschool on a staff member's profile.

At Be Happy Preschool, our staff are our strength. How the staff conduct themselves reflects on the whole setting. High standards and expectations are essential in all aspects of our work.



Be Happy Preschool
St. Paul's Church
Slough, Stoke Road SL2 5AS

This policy was adopted by	Be Happy Preschool
On	<hr/> 20/04/2016
Date reviewed	<hr/> 05/02/2019
Signed on behalf of the provider	<hr/> Hellen Lawuo-Meena
Name of signatory	<hr/> Joanne Poole
Role of signatory (e.g. chair, director or owner)	<hr/> Manager
	<hr/>