

Staff Code of Conduct and Behaviour Policy

This Policy should be used in conjunction with;

- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- The Den's policies – most notably:
 - Safeguarding and Child Protection Policy
 - Use of Mobile Phones and Camera Policy
 - Intimate Care Policy
 - Feelings, Behaviour and Support Policy
 - E-Safety Policy
 - Data Protection and Confidentiality Policy

The underpinning principles of this policy;

The welfare of the child is paramount

Staff should understand their responsibilities to safeguard and promote the welfare of children

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions

Staff should work, and be seen to work, in an open and transparent way

Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded

Staff should discuss and/or take advice promptly from the designated safeguarding person, (Anna Griffin and Jackie Stanfield), if they have acted in a way which may give rise to concern.

Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation

Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children. Anyone appearing to be under the influence will be sent home immediately.

Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

Staff and managers should continually monitor and review practice to ensure this guidance is followed

Staff should be aware of and understand their establishment's safeguarding/child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and North Somerset Safeguarding Board NSSCB procedures

Staff Property and Behaviour

Staff are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom and for whom they work

Staff have an individual responsibility at all times to ensure appropriate use of the Den's property and resources

Staff should understand the need to act as good role models for children. They also have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children.

Staff should wear clothes that promotes a positive and professional images and is appropriate to their role. Jewellery should be kept to minimum. Staff should be dressed decently, safely and appropriately for the tasks they will undertake. Staff should arrive for your session clean and fresh, with regularly washed hair & clothes.

The Den is a small setting. It is expected that members of staff are actively engaged with the children's activities unless deployed for tidying or cleaning. Members of staff should be self-sufficient and proactive in their interactions with the children using their training and professional judgement to guide activity content.

Smoking or vaping is not permitted on any of the Den's premises or within the garden area.

Staff should inform senior management of any friendship or relationship with a parent that extends beyond the usual parent/professional relationship.

Staff should inform senior management of any requests where parents wish to use their services outside of the workplace e.g. babysitting or tutoring.

Staff are reminded of their professional role outside of working hours. Behaviour in your own time reflects upon the reputation of the setting and you as an early years professional. See Staff Terms and Conditions Document.

In case of sickness please telephone the appropriate person in charge at a sociable time with as much notice as possible before the required start time of your session.

Please ensure that you are at the Den and ready to start your session in ample time.

Personal belongings need to be stored on the hooks provided please ensure any medications are stored out of reach in the locked cabinet and that you have no sharp or harmful objects stored in your bag or coat. You must inform management of all medication taken or going to take whilst working (this includes pain killers and antibiotics) as per the policy.

Respectful Communication

Staff will communicate respectfully with parents, volunteers, visitors and students.

Staff will use appropriate language and tone in all interactions, whether in person, via email, or over the phone.

Staff will address concerns or conflicts calmly and constructively through the appropriate channels.

Staff will ensure that conversations that are inappropriate for children are held privately with adults only.

Use of technology

Staff should refrain from making comment about or discussing the Den on their personal media networks.

Staff should never photograph children using their own cameras or mobile phones

Staff should refrain from sending personal communication to children and parents unless agreed with senior managers.

Staff should ensure that their use of technologies could not bring their employer into disrepute.

Mobile Phones are to be kept switched on silent/off and put in the lockbox cabinet during working hours please ensure anyone who may need to contact you urgently during your working hours has the main Den's number.

The Den's iPad stores the Magic Booking content for the families we serve. This is highly confidential. The iPad and the Magic Booking System are password protected.

The Den's laptop is for owner use only. The Den's documents are located in a secured area of the directory that requires 3 levels of security to access it. Only Anna Griffin has the details to access this.

Confidentiality

Staff may have access to confidential or personal information about pupils or colleagues in the process of undertaking their everyday responsibilities. They should never use this information for their own or others' advantage (including that of partners, friends or relative). Confidential information about a child should never be used casually in conversation or shared with any person other than on a need-to-know basis and never be used to intimidate, humiliate or embarrass the child.

Confidential information is kept on the daily register file - in the event of an emergency. It is vital that this file is stored securely and under staff authority at all times.

Confidential information is stored in the locked cabinet in the setting. The doors must be locked when staff are outside with pupils.

Information about children, parents or colleagues must never be disclosed to telephone enquirers. Staff should ask the enquirer to put the request in writing so that it can be dealt with appropriately.

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass on information without delay, but only to those with designated child protection responsibilities. If in doubt about whether to share information or keep it confidential, staff should seek guidance from the Designated Safeguarding Lead.

This policy was adopted by: The Den	
Date: 01.09.20	Signed: <i>AGriffin</i>
Date: 17.06.25	Signed: <i>AGriffin</i>
