Wolfson College Day Nursery

Staff Code of Conduct Policy

All staff, whether paid or unpaid, students and volunteers will adhere to Wolfson College Day Nursery & College Policies

The welfare of the child is paramount:

- Maintain confidentiality
- Maintain high standards of customer service
- Treat each and every child and their family with respect and fairness in accordance with Nursery & College Policies.
- Treat colleagues with respect and fairness in accordance with Nursery & College Policies.

As with all nursery policies and procedures, we ask that staff use their common sense and act reasonably within the conditions provided in this document.

Purpose:

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their charge must be above reproach. Our Code of Conduct is not intended to detract from the enhancing experiences children gain from positive relationships with staff. More importantly, it is intended to assist staff by offering guidance on prudent conduct.

Consequently, the purpose of this code of conduct for Wolfson College Day Nursery staff is:

- To identify boundaries and responsibilities.
- To agree communication and accountability.
- To explain what is expected of you as an employee.
- To ensure staff demonstrate high standards of conduct in order to encourage our children to do the same.
- To ensure that staff avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- To help staff understand what behaviour is and is not acceptable

Policies and procedures:

The College & Nursery have a range of policies and procedures which apply to all staff at the beginning of your employment you will also be given an Employee Handbook by HR. These are available from the HR office and Nursery Manager and are given to all staff at the start of your employment.

All staff must read the policies and comply with their terms. The failure of any staff member to do so may result in disciplinary action being taken against them.
Disciplinary Procedures:
The disciplinary procedures are set out in the College Employee Handbook, which is provided to you at the commencement of employment.

Images of children:
Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a folder on the staff Computer in the Managers Office with restricted access.

Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Staff must not use personal equipment to take photos and recordings of children and use only cameras or devices belonging to the Nursery.

Disclosure of personal information relating to staff/children/public:
Many Staff have access to personal information relating to other staff, pupils and other members of the public. All Staff must treat this information in a discreet and confidential manner (the Data Protection Act 1998) 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, i.e. corridors, reception, lifts, etc.
- Any breach of confidentiality will be regarded as misconduct and could be subject to disciplinary action, see Wolfson College’s disciplinary policy.
- Staff should not make statements or write letters to the media. They should refer such matters to their Line Manager.

Reporting of arrests, prosecutions, etc.:
Staff must report to their 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 mean 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.

Staff must disclose to management if they are living with a Schedule 1 offender at any time.

Notification of Incapacity to Work:
Staff are required to comply with the College and Nursery rules relating to notification of absence set out in the College staff Handbook which are you must notify the Nursery, by telephone on the first day of incapacity and at the earliest possible opportunity prior to your start time. If you are due to open, you are to call the Nursery Manager or Assistant Manager by no later than 7.30am. Notification of absence should always be made personally (or in extreme cases then by a relative). You should try
to give some indication of your expected return date and notify us as soon as possible if this date changes. If you are unable to notify your manager of your expected return date when you call, you must then telephone your manager by 4pm the same day with an update on your situation and whether you expect to return for your next rostered shift.

Telephone Numbers are:-

- Acorns: 01865 274074
- Oaks: 01865 274079
- Managers office: 01865 274085

In cases of incapacity for up to and including seven calendar days you must sign a self-certification absence form on your return to work. If you are absent for longer than the seven calendar days a Doctors medical certificate will be required which you must forward to us without delay.

**Punctuality**

Staff are required to arrive at work promptly and be ready to start work at their contracted starting times. Staff are required to remain at work until their contracted finishing times. The Nursery provides a signing in and out system for recording staff attendance at the Nursery. The Registers where you record your start and finish times are used to monitor absences and overtime. It is important this is filled in correctly otherwise there may be implications for your pay.

Staff must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times. Persistent poor timekeeping may result in disciplinary action.

Due to the needs of the industry, staff can be asked at any time to work later than their rostered shift to ensure the rooms maintain regulatory ratio requirements. Staff are not permitted to end their shifts if their absence would leave the rooms out of ratio.

**Annual Leave and Appointments**

Annual leave must be requested in writing a minimum of four weeks before the required time off. The nursery manager must approve annual leave and, while we will always try our best to accommodate your first preference, dates cannot always be guaranteed. Do not confirm any holidays without first agreeing the time off with your manager.

In most cases the Nursery requires you to make appointments where possible at the beginning or end of a shift or at a time that least disrupts the care of the children and agreed with your manager. You will normally be asked to make the time up. Do not confirm any appointment times without first agreeing the time off with your manager.

**Care**

- Supervise the children at all times
- Be aware of the children’s safety and needs
- Ensure there are plenty of stimulating educational and fun activities
- Respond to the individual needs and demands of your children to the best of your abilities
- Treat equipment and resources with care and respect; as if they were your own
- Be accountable and take responsibility for your actions
- Staff must provide a safe and caring, positive, stimulating environment that promotes the social, physical and moral development of each individual child free from discrimination or bullying, a place where children can learn and develop happily.
- All staff will be aware of the need of the importance for safeguarding our children, and our responsibilities to identify and report cases of abuse.

**Quality**
- Reflect on your own work; identify your strengths and weaknesses
- Build upon your strengths and improve upon your weaknesses
- Enhance the nursery and care given in any way you can
- Provide constructive feedback and ideas to help improve Wolfson Nursery
- Seek to improve yourself and your skills

**Commitment**
- Be prepared and willing to ‘go the extra mile’
- Be enthusiastic towards your job, parents, children and other team members
- Be reliable, with minimal absences and put yourself in the ‘shoes’ of others
- Promote our nursery vision, mission and culture
- Ensure the highest quality of care to the children and safeguard their environment

**Trust**
- Act with honour and integrity. Be honest, truthful and open
- Uphold the trust placed in you by children by respecting their individual requests and demands, and providing the highest standard of care
- Uphold the trust placed in you by fellow team members - look out for, and after them and do your fair share of work

**Teamwork**
- Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care.
- Support fellow team members - ensure no one person is doing all the work and help other team members if they require it
- Be friendly and considerate – remember each individual is unique
- Work together to ensure the best possible outcome of those in your care
- Communicate with parents and carers
Standards of Dress:

Staff will be expected to wear uniform at all times. The Nursery will provide three tops and two jumpers. Staff will be expected to provide black professional trousers and flat, closed-toe black shoes for indoor only use. Jewellery is to be kept to a minimum, with only studs acceptable for piercings. Nail varnish is to be of a neutral colour and it is at the manager’s discretion.

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<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
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<tbody>
<tr>
<td>5/2/19</td>
<td>Lydia Payne</td>
<td>February 2020</td>
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