



Edlesborough Under 5's

Staff Code of Conduct

- Staff should treat children, other members of staff, parents and carers with respect at all times. Staff must not behave in a racist or discriminatory manner.
- Staff should be familiar with and follow all preschool policies.
- Staff must seek to prevent the abuse of any person in or outside preschool and adhere to the safeguarding and whistleblowing policies in place. Staff must review all updated safeguarding materials circulated by the designated safeguarding officer.
- Staff must regard all information learned about children, their personal circumstances, other staff members and parents and carers as strictly confidential and must follow the confidentiality and access to records policy.
- Staff should not engage in conduct outside preschool which could damage the reputation and standing of the preschool, its staff, children and members.
- Staff must operate safe internet use. They are not permitted to make any reference to Edlesborough Under 5s or the children, parents and carers or other members of staff on any social networking sites other than where reference is unrelated to preschool and its activities.
- Staff must not carry their mobile phones on their person when in preschool and must follow the use of mobile phones and cameras policy. Staff will endeavour not to make long or numerous personal calls in preschool.
- Staff should wear sensible non slip shoes and any uniform provided. Staff should not wear jewellery that may be sharp or dangling.
- Staff must not be under the influence of alcohol or drugs in preschool.
- Staff are expected to maintain high standards of honesty and integrity in their work, including in the handling and claiming of preschool funds and using preschool equipment and facilities.

This policy was adopted at a committee meeting of Edlesborough Under 5s held on 22 November 2011.

Date to be reviewed: November 2012

Signed by Chair of Committee Rebecca Newbert