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Training Depot Day Nursery

Staff Code of Conduct Policy

Compliance with the Code of Conduct

The Code of Conduct forms part of an employee's contract. Failure to comply with the Code of Conduct and with Training Depot Day Nursery's policies may result in disciplinary action being taken and the Nursery reserves the right to take legal action against employees where breaches of the Code warrant such action.

- Staff must always provide an example of good conduct.
- Staff must always put the welfare of the children first.
- Staff should only restrain a child for their own safety or the safety of others. Senior staff must be called for help.
- Adults and children have the responsibility to treat each other with dignity and respect.
- Staff should form good relationships with children which will enable them to understand and interpret what a child is expressing through physical, verbal, gestures, sign language or through the use of PECS.
- Diversity is an asset to Training Depot Day Nursery and we are committed to providing equality of opportunity to all children and will not tolerate any discrimination or harassment based on race, colour, religion, sex, national origin or social class. All staff are required to challenge any behaviour from a member of staff, parent or a child that goes against this ethos.
- Discriminatory, offensive or violent behaviour / language will not be tolerated at Training Depot Day Nursery, this behaviour / language is unacceptable and complaints will be urgently addressed.
- Staff should ensure that their behaviour at work or outside does not cause embarrassment to Training Depot Day Nursery or reflect negatively on the Nursery in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes the use of social networking sites and other online platforms.
- Staff must adhere to all of Training Depot Day Nursery's policies, especially Equal opportunities policy / Health and Safety Policy / Safeguarding Policy / Data Protection / First Aid Policy / administering of medicines policy / no mobile policy, non-compliance will be viewed as gross misconduct.
- Staff should be clear about the purpose of any activity that involves photography or videoing children.
Staff must not take, display or distribute images of any child unless they have consent to do so.
- Staff must report any behaviour by colleagues that raises concerns, by following the Whistle Blowing Policy, all allegations will be reported to the LADO at Luton Borough Council. Staff must take responsibility for recording and reporting any incident, which may result in an allegation being made.
- Staff should always note accurately and confidentially any cause for concern.
- Staff should plan and prepare the environment in order that all children can reach their full potential whatever their additional needs might be.
- Honesty and trustworthiness are expected in all areas of work including oral and written communication and in children's records. Staff are expected to be honest with each other, including reporting work arrival times and departure times and any other attendance issues.
- Staff are expected to keep private all information, papers, documents relating to the Nursery confidential at all times. Staff should not take such documentation out of the Nursery building.

- Staff must respect confidentiality of any information received regarding a child, parent or member of staff at the Nursery.
- You agree to have Supervision meetings with your senior staff and engage in the activity fully.
- Any intentional falsification, lying or untrue oral, written or other communication, using any means of communication will be considered dishonest and subject to disciplinary procedures and consequences.
- Staff CANNOT drink alcohol or misuse substances' during their working hours including during breaks under any circumstances. If staff are at work under the influence of alcohol or illegal drugs then this will be regarded as a serious breach of discipline. If staff are prescribed drugs which may affect their ability to perform their job they should seek advice from the Manager.
- Staff must tell the Manager as soon as possible if they are arrested, receive a summons or are the subject of a police investigation.
- **Staff must inform a member of Management of any incident which leads to them or a person they are closely associated with or living with receiving a police caution or charge. If staff are unsure about reporting a caution or charge relating to someone else living in the same house as them, then they must speak with any member of Management immediately.**

Core values

Behaviours for Owner / Manager / Leaders

<p>1. <u>Children and families are at the heart of what we do</u></p> <ul style="list-style-type: none"> • Respectful • Good/clear communicator (able to convey ideas to the team) • Good role model (meets deadlines, work up to date, good relationship with parents) • Receptive to ideas (willing to listen to teams ideas and allow them the freedom to take risks)
<p>2. <u>Going the extra mile for parents and children</u></p> <ul style="list-style-type: none"> • Approachable / friendly (good relationship with parents, children and staff) • A good listener (Able to show empathy and sign post to appropriate agencies) • A good problem solver (Able to hold meetings with parents, staff, outside agencies. Able to provide solutions to problems from staff, parents).
<p>3. <u>Honesty</u></p> <ul style="list-style-type: none"> • Open (willing to listen and discuss sensitive issues, open to new ideas) • Honest (able to admit mistakes and put their hands up) • Accountable will discuss if struggling with work load, or made a mistake. Will volunteer to complete work in own time after been supported by the team for a period of time. will ask for help.
<p>4. <u>Accountability</u></p> <ul style="list-style-type: none"> • Setting a good example • Direct staff to concentrate on Priorities • Demonstrates fairness/equality • Responsible (will complete task assigned to them, will take the initiative when need to help staff who look out of the depth) • clear decision maker
<p>5. <u>Helping staff to achieving their full potential</u></p> <ul style="list-style-type: none"> • Helpful (Help staff by setting deadlines, support and training of needed). • Encouraging staff that may need more support than the rest of the team. Encourage at times of stress to overcome huddle • Knowledgeable/ wise (will research if unsure) • Firm able to delegate • Helping staff to achieving their full potential

Core values

Behaviours for Apprentices / Nursery Assistant / Nursery Nurses

<p>1. <u>Children and families are at the heart of what we do</u></p> <ul style="list-style-type: none"> • Approachable/ friendly / welcoming / Caring / Good body language • Engages and interacts with the children • Demonstrates common sense • Uses appropriate tone of voice when talking to children • Positive with a responsible attitude • Able to identify children that need support • Able to one to one meetings with parents • Encouraging parents in the children learning • Completing the learning folders to a high standard
<p>2. <u>Going the extra mile for parents and children</u></p> <ul style="list-style-type: none"> • Flexible with shifts willing to come in for meetings • Understanding / thoughtful supporting parents with areas of concern, sign posting, referring • Patient. Putting in place IEP, one to one learning opportunities for their key children. • Supervision meeting for folder check (no actions) • A good listener • Observant (understanding what is not going well and discusses in room meetings).
<p>3. <u>Honesty</u></p> <ul style="list-style-type: none"> • Honest / Truthful (speaks to senior staff when not able to meet a deadline or is struggling with work load). • Unbiased/ fair minded will work with the whole team and children without bias
<p>4. <u>Accountability</u></p> <ul style="list-style-type: none"> • Good team work player. Will volunteer, will help staff that are struggling, or not able to complete task on time. • Accountable will discuss if struggling with work load, or made a mistake. Will volunteer to complete work in own time after been supported by the team for a period of time. will ask for help. • Organised and disciplined within terms of contract • Punctual • Up to date with policies/ procedures (should be able to answer questions on policies when asked) • Decisive
<p>5. <u>Helping staff to achieving their full potential</u></p> <ul style="list-style-type: none"> • Able to multi task (should be able to manage own work load and support the smooth running of the room). • Respectful of <u>all</u> staff • Presentable – dress, manner and speech (uniform) • Works as a team as well as independently • Respects authority (should be able to take direction or instructions) • Uses their initiative (see what needs doing without directing). • Knowledgeable / wise decision maker

I declare that I have read and understood the Staff Code of Conduct along with the core values for Training Depot Day Nursery.

Member of Staff Full Name:

Date:

Member of Staff Signature

Member of Management Full Name:

Date:

Member of Management Signature

Reviewed in Nov 21 by Mrs Sandhya Godhania