



# CODE OF PROFESSIONAL CONDUCT POLICY

## Our Mission Statement

**Creating a child centred, safe learning environment which is underpinned by the physical, emotional, mental and spiritual wellbeing of each child; focusing on children's interests whilst providing a challenging curriculum and enabling environments to support children to strive and be prepared for the next stage of their learning journey**

LAST REVIEWED ON	SIGNATURE
December 2018	S. MADARI
December 2019	S. MADARI
MARCH 2021	S. MADARI
February 2022	S. MADARI



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### **Personal and professional behaviour**

The Nursery recognises its responsibility to safeguard the children in its care at all times and the key role of the staff in implementing this responsibility. The conduct of staff must be exemplary and above reproach and encompasses the following:

Staff and workforce members, at all times, must act in a professional, polite and appropriate manner in regards to actions, behaviour, attitude, speech and lifestyle befitting their position of trust and responsibility in the care and development of the children in their charge and their position within a team. Staff and workforce members must understand that their ties to the Nursery will be known within the real and online community and as such should monitor and censor their behaviour to ensure that they reflect appropriately on the setting and on the Education sector as a whole, understanding that they will be seen as a representative of the setting whether intended or not.

Staff and workforce members must keep their political stance private and must not allow this to influence any actions within the Nursery. Political stances must not form part of any conversations within the Nursery and staff must ensure that they hold strong regard to the Prevent Duty at all times.

Staff and workforce members must be familiar with and adhere to the Nursery's policies.

Staff and workforce members must present themselves in a clean, smart and appropriately dressed manner at all times when at the Nursery and must always wear the correct uniform.

Staff and workforce members must attend for work in a condition suited to carry out their duties in a fully competent, safe and stable manner free from the influence of drugs, alcohol, a preoccupation with personal life; their physical/emotional/mental health needs must be managed to ensure no interference with duties in their working day, with support in place as highlighted in their individual workplace risk assessment.

Nursery practitioners should always primarily be engaged with the children and their activities. If a practitioner is seen to be unenthusiastic and uninterested around the children, they will be questioned as to why and may be disciplined. Practitioner's attitude should not impact the children or other members of the workforce in any way.

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Staff and workforce members must maintain a professional relationship with parents and guardians, the children in the care of the Nursery and their colleagues. Each staff and workforce member must recognise that Parents/Guardians need feedback regarding their children and that this must be given in a confidential, open, honest and friendly manner but that the relationship with parents/guardians must not become overly familiar such that it clouds the impartiality of their judgement and action. Staff and workforce members should avoid romantic or sexual relationships with other staff and workforce members and with parents/guardians outside of the Nursery to avoid any conflict of interest or undue favouring of a child. Where such relationships arise, the staff or workforce member should immediately inform the Manager to discuss the action to be taken. Where a staff or workforce member finds that they have a prior close relationship to a child in the Nursery through such means as a family relationship or close friendship then the Manager must be made aware of this immediately and may require the member of staff to change rooms to avoid any conflict of interest or risk of undue favouring of the child. Staff/Workforce members must not have any of the parents/ guardian of children in the setting as friends on any social media platform, until the child leaves the setting and if there is a linked friendship on social media, prior to a child starting the setting, the Manager must be informed immediately. All conflict-of-interest relationships must be declared on either of the following forms:

- Register of Interest;
- Relationship with learners outside of the workplace, Staff Declaration form;

And these must be submitted to the Nursery Manager as soon as the conflict/relationship becomes apparent. The Nursery Manager, will put interim measures in place to ensure that the declared relationships cannot cause any real or perceived conflict.

Nursery Practitioners may accept small gifts that parents/guardians or children give to them, this must be in no way expected, and should never affect the judgement of any workforce member towards any child.

Each staff member or workforce member has a responsibility to report to the Manager any concerns they have regarding suitability of persons and activities in the Nursery which they feel may be jeopardising the care of a child or the reputation of the Nursery. This may on occasion necessitate acting as a 'whistle-blower' in regard to the behaviour or actions of other members of staff. Such reports will be treated in the strictest confidence and discussed between the workforce member and the Manager in an open and constructive manner.

The above does not conflict with the workforce members responsibility to maintain confidentiality of the personal information regarding the children within the Nursery and their Parents and Guardians with which the Nursery has been entrusted or becomes aware. Such information must not be disclosed to others outside the Nursery or to other Parents or Guardians or, above that necessary for the care of the children, to other members of staff. Staff must always bear in mind the Nursery's Data Protection and GDPR Policy.

Any workforce member who becomes aware of any action they have taken or circumstances they find themselves in which could affect their ability to carry out their duties or bring the Nursery into adverse repute must report such matter to the Manager or Deputy Manager immediately. Any workforce member found in breach of this policy may be subject to disciplinary action.

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Practitioners are expected to follow any/all directives issued by the management team. Undermining the authority of the management team directly or indirectly will not be tolerated.

Nursery practitioners are to perform any duties associated with their position in a conscientious, competent and honest manner, consistent with the values of the Nursery. Practitioners are not to engage with other workforce members in the Nursery in such a manner that they are deemed to be neglecting the children. This includes excessive gatherings of or completing of paperwork whilst with the children. Staff and workforce members are expected to ensure that they meet the needs of the children in their care at all times and always in the first instance, this remains the priority of all staff and workforce members within the setting whilst children are on-site.

Practitioners must ensure that communication is always clear and understood, information must be passed to the relevant person(s). Practitioners should ensure that confidentiality is always maintained where possible and information is shared on a need-to-know basis.

Nursery practitioners must act fairly and equally, respecting diversity and all other differences in the environment in which they work. Practitioners should prevent and report any unlawful discrimination against other practitioners, children, parents, visitors and volunteers.

Nursery practitioners must not engage in bullying, violence, harassment or any other forms of victimisation, directly or indirectly and including in person or online.

Nursery practitioners must arrive at the Nursery at the designated time appointed by the Manager and no later. Your designated time will be allocated on your induction form. Breaks will be given according to the statutory guidelines and will be mentioned on your induction form depending on the total hours you work per day.

Nursery practitioners must abide by any schedule or rota designed and implemented by the Manager; these include setting up designated areas prior to use by the children. As professionals, practitioners are expected to use a level of initiative and ensure that all tasks are completed during Nursery hours even if a workforce member is absent/on training or otherwise indisposed. Management staff will always be on hand to support where required.

Nursery practitioners must hand in all paperwork on time and to the expected standard. If it is not completed to the expected standard, practitioners will be asked to redo the work with no exceptions. It is imperative that practitioners understand the importance of completing paperwork to expected levels as these form a base of evidence for official requirements.

Staff and workforce members must strictly abide by the Nursery's behaviour management plans and must ensure that all interactions with children within the setting follow positive reinforcement and de-escalation strategies. Staff and workforce members must not take it upon themselves to use strategies that have not clearly been defined by the policy or those that have not been discussed with the Manager in the case of strategies pertaining to individual children.

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All adults, within any role at Taqwa Nursery must have regard to this policy in conjunction with 'Guidance for Safer Working Practices for those working with children and young people in education settings'.

### **Accountability**

Nursery practitioners understand and comply with all Nursery policies and procedures. These are all readily available in the office and important information is always made available to staff and workforce members via the staff room, all staff and workforce members will be given a full induction and time to read all policies and procedures in the first month of their employment.

Nursery practitioners are responsible for seeking clarification when needed regarding any part of their employment or service, including details of this code of conduct and all other policies.

This code of conduct, whilst comprehensive, is not exhaustive. Any additional policies or directives the management informs you of verbally or in writing is to be considered as part of this code of conduct. As such, this code of conduct may be amended in the future to reflect any such instances.

Any breach of this code of conduct may result in Disciplinary procedures and actions.