



FAIRLANDS DAY NURSERY, CHURCH ROAD, SHEDFIELD, SOUTHAMPTON, HAMPSHIRE, SO32
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Code of Conduct Policy

This code of conduct sets out Fairland's Nursery School Limited's standards and principles. It is not a complete list of what employees can and cannot do, but the aim is:

- To identify boundaries and responsibilities.
- To explain what is expected of you as an employee.
- To ensure all 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 behavior is and is not acceptable.

This code is binding on all Fairland's Nursery School Ltd staff. Breaches of the code and the standards it expresses may result in disciplinary action. All staff are expected to operate within the law.

The breaking of some rules is considered serious enough that employees could be dismissed for a first offence without notice.

It is each employee's responsibility to read this code and work in accordance with it.

Should employees be unsure about any aspect of this code they should seek verification with Jo Skinner (Manager). All employees are required to read all of the Fairland's Nursery School Ltd policies as part of their induction process.

Working Standards

All employees:

- **Must adhere to all of the Fairland's Nursery School Ltd policies.**
- **Must not discriminate against or harass people met in the course of their work particularly on the grounds of; race, gender, religious beliefs, ethnic origin, disability, sexuality, marital status or HIV status.**
- **Must work in an open and transparent way.**
- **Must not use inappropriate physical contact.**
- **Must not use foul language or shout at children, colleagues or parents/carers.**
- **Must not intimidate or bully children, colleagues or parents/carers.**
- **Must not promote extremist or radical views.**
- **Must not consume levels of alcohol prior to working hours therefore affecting their work performance, conduct or communication with parents/carers and colleagues.**
- **Must not be found under the influence of illegal drugs.**
- **Must always disclose any matter which it is their duty to report, to a member of management.**
- **Must report all accidents and incidents daily to a supervisor or member of management.**
- **Must not smoke on or near the premises.**
- **Must show respect for others and speak to them in a way they would like to be spoken to themselves.**
- **Must ensure that when children are present, all discussions are positive.**
- **Must refrain from showing emotions such as ANGER, DISTRESS, UPSET, and FEAR in front of the children.**

Our expectation of the behaviour of staff to Children

All employees:

- **Must recognise and respect the value and intrinsic worth of each child and family regardless of economic or social background and respect individual children's needs.**
- **Should be a positive role model and encourage good manners.**

- **Should respect the wishes of parents with regards to comforters and feeding.**
- **Must not leave a child to cry unless a parent has requested controlled crying at sleep times (never for extended periods of time).**
- **Should respect the needs of the individual child with regards to comforting.**
- **Should not give a child TIME OUT as a punishment but instead offer to sit with a child whilst they calm down.**
- **Should praise children and celebrate their achievements.**

Honesty and Integrity

All employees:

- **Must not steal, take or damage other employee's belongings.**
- **Should be loyal to Fairland's and its staff.**
- **Must not read or access confidential information that belongs to the Manager or Owners.**

Hours and Attendance

All employees:

- **Must report any absence to Jo Skinner or Beth Kelly before 6.30am.**
- **Must arrive for work 10 minutes before contracted start time.**
- **Must endeavor to arrange appointments outside contracted hours.**
- **Must book holidays in accordance with their contracts.**
- **That wish to take on additional employment outside Fairland's must discuss this with management first as it must not affect their work at Fairland's.**

Confidentiality

All employees:

- **Must not disclose or misuse confidential information about parents/carers their families or staff.**

- **Must not take any photos using their mobile phones within the nursery whilst children are present.**
- **Must not take any photos using their mobile phones within the nursery (including the staff room) where confidential information might be seen in the background.**

Conduct Outside of Work

All employees:

- **Must behave in a way that will not bring Fairland’s into disrepute.**
- **Must not put inappropriate pictures or comments on social media that would give anyone a bad view of yourself or the nursery.**
- **Should have private social media accounts.**

This policy was adopted at Fairland’s Day Nursery on

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Signed on behalf of the Management Committee/ Proprietor

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Role of signatory (e.g.chairperson etc.)

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This policy was amended on

.....(date)

.....(date)

.....(date)

.....(date)