

Kiddy Academy Staff Code of Conduct

Policy Statement

Kiddy Academy Day Nurseries believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its staff, children and parents. The following policy will make sure that all staff are aware of the standards set by Kiddy Academy.

The purpose of this policy is to establish, and encourage, all staff to achieve high standards of conduct at work and to help provide a fair and consistent way of dealing with alleged failures to observe them.

Procedure

- All staff are expected to give the highest possible standard of service to the public. Staff should conduct themselves with integrity, impartiality and honesty. Breaches of conduct and personal behaviour will be subject to disciplinary procedures.
- All staff have an absolute duty to promote and safeguard the welfare of children and to take appropriate action where they consider that a child may be at risk of suffering harm.
- The policy applies to all staff, volunteers and temporary/casual workers.
- Our Valuing Diversity and Promoting Equality policy reflects one of Kiddy Academy's core values. All staff are entitled to fair treatment by others and to be treated with respect and dignity. In return, they are expected to treat others in this way.
- Staff must not use any information obtained during their employment for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

Disclosure of personal information relating to staff/children/public

Many staff have access to personal information, for example, medicine forms. In order to comply with the Data Protection Act 1998, all staff must treat this information in a discreet and confidential manner, 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, for example corridors, reception.
- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action.
- Staff are not permitted to make statements or write letters to the media.
- Where staff are aware, or have evidence of illegal, improper or abusive behaviour of another member of staff towards the children, he or she must notify it immediately to the Kiddy Academy Manager, unless the allegation is against the manager when he or she should bring it to the attention of another Director of the company or Designated Safeguarding Lead. Where a member of staff fails to report such concerns this may be construed as misconduct and lead to disciplinary action.
- Kiddy Academy believes in treating all staff with respect and trust in a mature, respectful and considerate manner and expects the same approach from staff. Kiddy Academy expects employees to respect property, other staff and their property at all times. Staff should also demonstrate the characteristics they are trying to inspire in the children. Failure to observe the standards of behaviour expected breaks the bond of trust that is fundamental to Kiddy Academy/staff relationships and may lead to disciplinary action.
- Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice. Failure to notify absence is unauthorised absence.
- All senior management must set a timekeeping standard that is known to all staff. This standard should be applied consistently with staff arriving and departing from their place of work at the agreed times. Staff must inform senior management of their whereabouts and expected time of return when they are out of the office.
- Staff must not cause loss or damage through carelessness, negligence, a reckless act or breach of instructions. It is only a disciplinary offence if the individual is considered to be personally responsible.

It is the responsibility of all staff to carry out reasonable instructions. In those circumstances where a member of staff refuses to obey a reasonable instruction, it will be necessary to investigate the situation and, depending on the outcome of an investigation, disciplinary action may be taken.

Staff should be aware of the following expected standards of behaviour when attending work related events in and outside of work time where attendance could be seen as representing

Kiddy Academy. The Staff Code of Conduct, staffing and employment policies will still apply e.g. regarding drug/alcohol abuse, harassment and discrimination:

- Consideration and respect for others.
- Those in a position of management/senior management should not behave in any way that could undermine their position.
- Kiddy Academy should always be seen in a favourable way by the public.
- Smoking is not permitted in any part of the building or grounds at any time.
- Staff have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. Refer to Health and Safety Policy.
- Any member of staff who commits a fraudulent act is liable to disciplinary action, which may include dismissal and possible criminal prosecution, even for a first offence. Staff involved in the investigation of alleged fraud may be required to sign an additional code of conduct relating to their specific duties.
- Staff must report to the nursery 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 result in 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.
- Where a member of staff has witnessed misconduct i.e. a fraudulent activity; he or she will have a duty to report such an incident.
- It is the Kiddy Academy policy that all current and prospective members of staff will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. Staff must ensure that they do not unfairly discriminate on the grounds of gender, race colour, marital status, national or ethnic origin, nationality, sexual orientation, disability, age or religion. All job applicants and workers are treated equally and Kiddy Academy will make reasonable adjustments where appropriate for disabled applicants and workers.
- Kiddy Academy seeks to provide an environment for all members of staff, contractors, temporary workers and volunteers free from harassment, bullying, intimidation and victimisation. Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying.
- A uniform is provided which should be worn on a daily basis unless stated by the manager. Smart suitable trousers also form part of the uniform which you are expected to provide for yourself. Suitable footwear must be worn at all times. Flip flops and shoes with no back are not permitted in the nursery setting for Health & Safety reasons. Staff should ensure they are

dressed decently, safely, and appropriate for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. All body piercings (except studded earrings) and tattoos are expected to be covered at all time. Staff are not permitted to wear hooped earrings on Kiddy academy's premises.

- No member of staff is permitted to discuss or post any information relating to any part of their work at Kiddy Academy, including but not exclusive to, comments on other staff, children, the working day and practices. This includes but is not exclusive to Facebook and Twitter and is in line with our safeguarding and privacy policies.

Staff: Parent relationships

This policy covers all staff of Kiddy Academy Day Nurseries. It is intended to provide guidance in areas where personal relationships overlap with working relationships and to ensure that individual members of staff do not commit acts of impropriety, abuse of authority or conflict of interest and do not lay themselves open to allegations that they have done so.

The Nursery values and relies upon the professional integrity of relationships between members of staff and in the staff/parent relationship. In order that Nursery business is conducted and perceived to be conducted in a professional and proper manner it is necessary to distinguish between, and take account of, personal relationships which overlap with professional ones.

In the context of this document, a personal relationship is defined as:

- a family relationship,
- a business/commercial/financial relationship or
- a sexual/romantic relationship

1. Relationships between staff and parents

Kiddy AcademyDay Nursery believes that the professional relationship between a parent and a member of staff is vital to the wellbeing of the child. The relationship is based on trust and confidence. In this context a professional relationship is defined as one where there is an ongoing care role. Each child is entitled to equality of treatment and it is important that a personal relationship between a member of staff and a parent is not perceived by others to prejudice that equality of treatment.

Staff are forbidden from entering into a sexual/romantic relationship with a parent. Further, staff should not enter into a business, commercial or financial relationship with a parent which could compromise, or could be perceived to compromise, the objectivity and professional standing of the relationship.

We recognise, however, that such relationships may exist when a member of staff is appointed

or when a parent enrolls their child. Where a member of staff has a professional role in relation to a parent with whom (s)he has a personal relationship, it is the responsibility of the member of staff to inform his/her Manager, in order that the correct procedure may be followed.

In the case of a sexual/romantic relationship developing with a parent of a child that is enrolled at Kiddy Academy it will be deemed as potential gross misconduct by staff member and therefore could lead to dismissal from employment.

2 Relationships between members of staff

Although the existence of a personal relationship between members of staff does not necessarily constitute a bar to the employment or promotion of either party, staff should declare to the Management any personal relationships which may give rise to a real or perceived conflict of interest, trust or breach of confidentiality.

Where a personal relationship exists or develops between members of staff who are in a supervisory or Management relationship at work, they must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party. Additionally, staff in a personal relationship should not work together in any circumstance whereby a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship. In any such circumstances, the relationship must be declared in confidence, to Management. The manager to whom the information is disclosed will then make alternative arrangements and confirm them in writing to the individuals concerned. If it is considered unavoidable to inform other members of staff about the relationship in order to explain a change in arrangements, this will be discussed with the individuals concerned, before it is disclosed.

3. Declaration of personal relationships where they overlap with professional roles

Staff who are uncertain about whether they should take action regarding a personal relationship, are invited to seek guidance in confidence, from the Managers or Directors.

A case whereby any personal relationship as defined within this code, is not declared and results in an unfair advantage or disadvantage to either of the parties to the relationship (be they a member of staff or a parent), will be considered a serious matter and may lead to disciplinary action.

While not a bar to employment with the Nursery, applicants for employment may be asked to declare any personal relationship with existing members of staff or parents

Practitioner

Signature..... Date.....

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Childcare at Its Best

Review date: 16.01.18	Date of next review: 16.01.19