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## Staff Code of Conduct

Bradpole preschool believes that everyone who works with children has a duty of care to safeguard and promote their welfare.

Everyone is expected to be familiar with the preschool's policies and protocols especially for safeguarding children. Everyone has a duty to report any child protection or welfare concerns to the Designated Safeguarding Lead (DSL) Kathryn Cosser or the Deputy (DSL) Sally Parmiter/and/or to Child Advice and Duty Service 01305 228558 following the Pan-Dorset Safeguarding Children Partnership policies and procedures. Guidance can be found in the red Safeguarding file, and on the notice board of the preschool.

- Staff, volunteers and students should be aware that their actions and behaviour outside of the preschool working hours may impact on the reputation and integrity of the preschool
- Staff, volunteers and students will never work under the influence of alcohol or non-medically prescribed drugs as this may affect their abilities to care for children
- Staff, volunteers and students who work with children must be aware of the impact of regular, punctual attendance, as we have to adhere to staff/ child ratios. They must inform the supervisor well in advance if they are going to be absent, and the reason for absence, so cover can be arranged
- Staff, volunteers and students should consider their professional integrity and judgment when posting on social network sites, preschool business should never be discussed on social network sites, staff, volunteers and students should never make comments that might bring the preschool into disrepute. And should ensure all their dealings are transparent and open to scrutiny
- Staff, volunteers and students should never use personal devices to take images or recordings of children at the setting, nor should they use images taken at the setting for personal use. Mobile phones must be stored in the staff locker or staff room and never used during session times. They may only be used on lunch breaks in the staff room
- Staff should always maintain appropriate professional boundaries, avoiding any behaviours that could be misinterpreted by others
- Staff, volunteers and students should always be polite and friendly and treat everyone in a professional manner regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity
- Staff, volunteers and students are expected to dress practically, respectably and sensibly in line with their job role. They keep jewellery and make up to a minimum to protect children
- Confidential or personal information about children and their families should never be spoken about outside the preschool, the preschool's confidentiality policy should be adhered to at all times



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- Staff, volunteers and students should be familiar with all the preschool policies and procedures and must be responsible for adhering to the correct procedure and practice at all times. They must also always act in the child's best interests

This policy was updated at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2021

Date to be reviewed: Autumn Term 2022