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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.

All staff are 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) Catherine Frampton or the Deputy (DSL) Nikki Moss and/or to Child Advice and Duty Service 01305 228558 following the Dorset Safeguarding Children Partnership policies and procedures. This Code of Conduct is supported by the document 'Keeping Children Safe in Education 2021 and 'Guidance for Safer Working Practice for those working with children and young people in Education Settings 2020'

Principles

- Staff, volunteers and students are responsible for safeguarding and promoting the welfare of children.
- Staff, volunteers and students should continually monitor and review their practice and ensure they follow guidance given to them.
- 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.
- Staff volunteers and students must be seen to be tolerant of all people, cultures and ways of life. They must not expose children to radical or extreme points of view.
- Staff, volunteers and students must always act and be seen to act in the child's best interests – keeping them safe and protecting them from harm.

Propriety and behaviour

- Staff, volunteers and students are expected to conduct themselves in a polite and friendly manner at all times.
- Staff, volunteers and students should always treat everyone in a professional manner regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity.
- Staff, volunteers and students are responsible for their own actions and behaviour and should avoid any conduct which could lead a person to question their motivations and intentions in working with children. Unruly, disorderly or threatening behaviour or bad language will not be tolerated.
- Staff, volunteers and students should be aware that their behaviour in their personal lives may impact upon their work with children and therefore high standards of personal conduct are expected outside the workplace as well as within the work place.



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Confidentiality

- Confidential or personal information about children and their families should never be spoken about outside of the preschool.
- Staff, volunteers and students should seek advice from a senior member of staff if they are in any doubt about whether to share or keep information confidential.
- The preschool's confidentiality policy should be always adhered to.

Gifts, favouritism and infatuations

- Staff, volunteers and students should only accept gifts of small monetary value from children and their families, such as those given at the end of term. Any gift of significant value or money offered to a member of staff should be referred to the preschool leader as soon as possible.
- Staff, volunteers and students should exercise care when selecting children for school teams, productions etc to avoid perceptions of favouritism and injustice.
- Staff, volunteers and students should be aware of the implications of a child developing an infatuation with a member of staff. Reports and records should be made and stored in the office of any incidences where a child may have developed an infatuation. Professional boundaries should be maintained at all times.

Physical contact and behaviour management

- Staff, volunteers and students should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Staff, volunteers and students should never touch a child in a way which may be considered indecent and always be prepared to explain actions and accept that all physical contact is open to scrutiny.
- Staff, volunteers and students should encourage children to undertake self-care tasks independently where possible.
- Staff should never use force or physical intervention as a form of punishment and try to defuse situations before they escalate.
- Staff, volunteers and students should avoid using physical intervention where possible. Physical intervention should only be used to prevent personal injury to the child, another child or adult or to prevent serious damage to property. Staff should always use minimum force for the shortest amount of time necessary. Such interventions should be recorded and reported as soon as possible, and the child's parents should be informed.
- Staff, volunteers and students should adhere to the 'Achieving positive behaviour' policy when dealing with behaviour management.



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Absence and attendance

- Staff, volunteers and students who work with children must be aware of the need for regular, punctual attendance, as the preschool must adhere to recommended staff/child ratios at all times. Every employee should take responsibility for achieving and maintaining good attendance.
- Staff, volunteers and students should inform the Preschool lead in adequate time if they are going to be absent (before 4pm on the day before or by 7am on the day they are due to be working), and the reason for absence, so that cover can be arranged.
- Persistent, frequent or unexplained absences will be monitored and may be subject to disciplinary procedures.
- Staff, volunteers and students must attend a 'return to work' meeting held by the Preschool lead or deputy when returning to work after absence.
- Staff, volunteers and students are entitled to one days paid compassionate leave due to bereavement of the loss of a family member.

Unpaid Leave

- Staff, volunteers and students are encouraged to take their holidays during school holidays and should refrain from taking time off work during term times, however employees are able to take up to five days unpaid leave per academic year, which must be requested in writing to the Preschool lead at least a month in advance. The preschool lead will then accept or refuse the request depending on staffing and ratios.
- Exceptional circumstances may allow an employee to take more than the 5 days unpaid leave, this will be at the discretion of the Preschool lead.

Smoking/vaping, Drugs and Alcohol

- 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 must not continue to work with children directly if they are taking medication that affects their ability to work with children. They should seek medical advice on this.
- Smoking/ Vaping is not permitted in the grounds of The Sir John Colfox Academy.
- Any staff medication stored within the setting must be kept in the staff room or locked inside staff lockers.

Communication with families and social media

- 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.



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- Staff, volunteers and students should only communicate with parents/families either by telephone, email, verbally or in writing.
- Staff, volunteers and students should not use their personal telephone number, email or messaging apps to pass on information about a child, in incidences where a parent contacts a member of staff's personal account/number, the member of staff must request that the parent emails the preschool directly.
- Staff, volunteers and students should not become 'friends' on social networking sites with parents that they have met through the preschool, whilst their children are on role in the setting.

Mobile phones and personal devices

- 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.
- **Smart watches with imaging capabilities are prohibited in the setting.**

Dress and appearance

- Staff, volunteers and students are expected to dress practically, respectably and sensibly in line with their job role. They must keep jewellery and make up to a minimum to protect children.

Breaches of this code

This code of conduct has been drawn up as a source of guidance for staff. It is not a contractual document and can be amended at any time by the management committee. All employees and volunteers are expected to comply with the provisions of the code and the full list of policies and procedures adopted by the preschool. Any breaches of these will be taken seriously and may result in disciplinary action up to and including dismissal.

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

Held during the Autumn Term 2025

Date to be reviewed: Autumn Term 2026