



Staff Code of Conduct

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Policy Statement

Bradpole Preschool is committed to providing a safe, respectful, and professional environment for all children, families, staff, volunteers, and students. We recognise that all adults working within the setting have a responsibility to safeguard and promote the welfare of children and to maintain public confidence in the integrity of the Preschool and its staff.

This Code of Conduct sets out the standards of behaviour and professional expectations required of all staff, volunteers, students, committee members, and any other adults working on behalf of the Preschool. It is intended to support staff in maintaining safe and appropriate boundaries with children, parents, carers, and colleagues, both within and outside of the setting. All staff are expected to be familiar with the Preschool's policies and procedures, especially those relating to safeguarding children.

Everyone has a duty to report any child protection or welfare concerns to the Designated Safeguarding Lead (DSL), Nikki Moss, or the Deputy Safeguarding Lead, Sally Parmiter, and/or to the Family Support and Advice Line on 01305 228558, following the Dorset Safeguarding Children Partnership policies and procedures.

Legislation and guidance

This policy is based on and supported by the following legislation and guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework (effective from September 2025)
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Health and Safety at Work etc. Act 1974
- Working Together to Safeguard Children (2026)
- Keeping Children Safe in Education (2025)
- Dorset Safeguarding Children Partnership (Pan-Dorset) procedures
- *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings* (Safer Recruitment Consortium, February 2022)

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 the guidance given to them.
- Staff, volunteers, and students should be familiar with all Preschool policies and procedures and must adhere to the correct procedures and practices at all times.
- Staff, volunteers, and students must be tolerant and respectful of all people, cultures, and ways of life. They must not expose children to radical or extreme points of view.



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- 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, professional, and friendly manner at all times.
- Staff, volunteers, and students should always treat everyone respectfully, regardless of culture, disability, gender, language, racial origin, religion or belief, or sexual orientation.
- 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 or intentions in working with children. Unruly, disorderly, threatening behaviour, or inappropriate 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; therefore, high standards of personal conduct are expected both inside and outside the workplace.

Confidentiality

- Confidential or personal information about children and their families must never be discussed outside of the Preschool.
- Staff, volunteers, and students should seek advice from a senior member of staff if they are unsure whether information should be shared or kept confidential.
- The Preschool's Confidentiality Policy must always be 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 leads as soon as possible.
- Staff, volunteers, and students should exercise care when selecting children for activities, productions, or special responsibilities to avoid perceptions of favouritism or unfairness.

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 anyone to whom the action is described.
- Staff, volunteers, and students should never touch a child in a way which may be considered indecent and should always be prepared to explain their actions, recognising that all physical contact may be open to scrutiny.
- Staff, volunteers, and students should encourage children to undertake self-care tasks independently wherever possible.
- Staff should never use force or physical intervention as a form of punishment and should aim to defuse situations before they escalate.
- Staff, volunteers, and students should avoid using physical intervention wherever possible. Physical intervention should only be used to prevent injury to the child, another child, or an adult, or to



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prevent serious damage to property. Staff should always use the minimum force necessary and for the shortest possible time. Such interventions should be recorded and reported as soon as possible, and the child's parents or carers should be informed.

- Staff, volunteers, and students should adhere to the Preschool's *Achieving Positive Behaviour* Policy when managing children's behaviour.

Absence and attendance

- Staff, volunteers, and students who work with children must be aware of the need for regular and punctual attendance, as the Preschool must adhere to required staff-to-child ratios at all times. Every employee should take responsibility for maintaining good attendance.
- Staff, volunteers, and students should inform a preschool lead in sufficient time if they are going to be absent (on the previous day or by 7am on the day they are due to work, or as soon as possible), stating the reason for absence so that appropriate 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 with one of the preschool leads following any period of absence.
- Staff, volunteers, and students are entitled to one day's paid compassionate leave following the bereavement of an immediate family member.

Unpaid leave

- Staff, volunteers, and students are encouraged to take holidays during school holiday periods and should avoid taking leave during term time wherever possible. Employees may request up to five days of unpaid leave per academic year, which must be requested in writing to the preschool leads at least one month in advance.
- The preschool leads will approve or decline requests depending on staffing levels and required ratios.
- In exceptional circumstances, additional unpaid leave may be granted at the discretion of the preschool leader.

Smoking/vaping, drugs, and alcohol

- Staff, volunteers, and students must never work under the influence of alcohol or non-prescribed drugs, as this may impair their ability to care for children safely.
- Staff, volunteers, and students must not continue to work directly with children if they are taking medication that may affect their ability to do so safely. Medical advice should be sought where appropriate.
- Smoking and vaping are not permitted anywhere on the grounds of The Sir John Colfox Academy.
- Any staff medication stored within the setting must be kept securely in the staff room, the medicine locker or locked staff lockers.



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Communication with families and social media

- Staff, volunteers, and students should consider their professional integrity and judgement when using social networking sites. Preschool business must never be discussed on social media platforms.
- Staff, volunteers, and students should communicate with parents and families only through approved methods such as telephone, email, verbal communication, or written correspondence.
- Staff, volunteers, and students should not use personal telephone numbers, email addresses, or messaging applications to share information about a child. If a parent contacts a staff member using personal contact details, the staff member must direct the parent to contact the Preschool through official channels.
- Staff, volunteers, and students should not become “friends” or maintain personal social networking relationships with parents they have met through the Preschool while their children remain on roll at the setting.

Mobile phones and personal devices

- Staff, volunteers, and students must never use personal devices to take photographs or recordings of children within the setting, nor use images taken at the setting for personal purposes.
- Mobile phones must be stored in staff lockers or in the staff room and must not be used during session times. They may only be used during staff breaks in the staff room.
- Exceptions may be made for emergency situations or important anticipated calls (for example, relating to a medical matter). In such circumstances, permission must be obtained from a preschool lead. The mobile phone must be placed in the kitchen in open view, and all staff made aware of its presence and that the exception process was followed.
- Smart watches with imaging or recording capabilities are prohibited within the setting.

Dress and appearance

- Staff, volunteers, and students are expected to dress practically, appropriately, and professionally in line with their role.
- Jewellery and make-up should be kept to a minimum to ensure children’s safety.
- No long finger nails.

Breaches of this code

This Code of Conduct has been written as guidance for staff, volunteers, and students. It is not a contractual document and may be amended at any time by the management committee. All employees and volunteers are expected to comply with the provisions of this code, along with all Preschool policies and procedures. Any breaches will be taken seriously and may result in disciplinary action, up to and including dismissal.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027