



**Camrose**  
Early Years Centre for Children & Families

**The Camrose Early Years Centre  
for Children & Families**

**CODE OF CONDUCT  
FOR STAFF & VOLUNTEERS**

**Adopted by Camrose Governing Body on: 7<sup>th</sup> July 2015**

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Rebecca Walker, Chair of Governors

**To be reviewed in July 2017**

## **Introduction**

Boards of Governors for Schools are required to set out a Code of Conduct for their staff and volunteers. Staff and volunteers are role models and set examples of behaviour and conduct which can be copied by children. They are therefore in a unique position of influence with young children and their families and they must adhere to behaviour that sets a good example to all the children within the Centre. This Code sets out the Governing Body's expectations of each staff member and volunteer in relation to a number of different headings.

The Camrose Centre has a set of collective values, which are:

- The potential of every child should be fulfilled
- Children's parents are their first and most important educators
- Services are accessible and non-stigmatising
- Diversity is celebrated and uniqueness valued
- Family poverty should be reduced
- We will help empower people to 'be all they can be'
- The people who work for the organisation is its greatest resource

## **Centre Policies**

All managers have a duty to ensure that all policies are provided to all new members of staff and volunteers during their induction period. All staff members and volunteers have a duty to ensure that they read, understand and act on all the Centre's policies, and managers should check that new staff have read and understand the Centre's policies. In light of the colocation with another organisation, special reference must be made to the Confidentiality Policy.

## **Safeguarding Children**

All staff and volunteers are expected to follow all policies that relate to the Safeguarding of Children. All staff and volunteers will be informed of who the Safeguarding Designated Persons are, and must inform one of them of any concern about the children.

## **Early Years Foundation Stage**

All staff are expected to be aware of all sections of the Statutory Framework for the Early Years Foundation Stage, i.e. the Learning and Development Requirements, Assessment and the Safeguarding and Welfare Requirements.

## **Behaviour**

All staff members are expected by Governors to:

- demonstrate high standards of conduct in order to encourage our children to do the same
- treat others with dignity and respect, care, kindness and courtesy - and to listen to what they say, even though they may not share their viewpoints
- use positive language and a calm tone of voice
- avoid using inappropriate or offensive language
- not put themselves at risk of allegations of abusive or unprofessional conduct
- demonstrate through conversations with children and adults, and by responses that racist, sexist and any other discriminatory language and attitudes are unacceptable
- be reliable and punctual
- be honest and trustworthy in word and deed
- be motivated and inspire children and families
- be supportive to colleagues and engage in positive team work
- be welcoming to everyone within the Centre
- maintain high standards in safety and hygiene
- keep confidentiality at all times and in all areas of the Centre
- act in the best interest of the children
- ensure inclusive practise is provided
- give equal opportunities to everyone regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class
- ensure that behaviour at work or outside does not cause embarrassment to the Centre or reflect negatively on the Centre in a way that could bring its reputation into disrepute or cause a loss of public confidence
- keep all personal belongings, including mobile phones in lockers and/or drawers during working hours

## **Social Media**

**Staff members are expected to:**

- carefully consider their privacy settings and any information, which relates to their profession and to their work
- carefully consider the appropriateness of their Facebook friends. It is strongly recommended that parents of children, who attend the Centre, are not Facebook friends
- not allow publication of images of any children with whom they work
- use all websites with caution so that our professional integrity is never compromised, ensuring that we do not bring ourselves or other staff into disrepute
- refrain from posting any visual images, recordings or comments that relate to their work in the Centre

## **Dress and Appearance**

Staff members' dress and appearance are matters of personal choice and self-expression. However staff should wear clothing, which promotes a positive and professional image and is appropriate to their role.

Clothing and any jewellery (if worn) must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires.

Any make-up should be worn sparingly.

Nails should be kept sufficiently short to be practical and safe around children and while undertaking personal care of young children.

All staff must wear their names badges at all times.

## **Gifts**

There are occasions when children or parents wish to pass on small tokens of appreciation to staff, e.g. at the end of the school year. This is acceptable. However, it is unacceptable for staff and volunteers to receive gifts or treats either on a regular basis or of any significant value. Any gifts to individual children will be part of an agreed reward system. Gifts from staff to children will be given equally and will be of insignificant value.

## **Social Contact**

Staff should not try to establish social contact with children and their parents/carers for the purpose of friendship or to strengthen a relationship. Any planned social contact with pupils should be approved by the Head Teacher. Staff should not give children and parents/carers their personal details (e.g. telephone numbers, Facebook etc). Staff should report and record any situation, which they feel might compromise the school or their own professional standing. Staff and volunteers, who use social networking sites on the internet, should manage their accounts in such a way that personal information is not available to children and their families.

Qualified teachers are expected to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

## **Staff taking medication/other substances**

Governors expect staff and volunteers to:

- Inform the line manager of any medical conditions or medication that may affect daily work
- not be under the influence of alcohol or any other substances that may affect their ability to care for children
- store any medication in their private belongings away from and not within reach of the children, i.e. in their handbags in lockers - never in pockets, etc.
- not smoke while on duty and never smoke on Centre premises

## **Medical/Dental Appointments**

- Due to the nature of the business staff are requested, if possible, to attend doctor, dentist or hospital visits outside of working hours and to follow the relevant policy

## **Staff Illness/ Absence**

- Staff must personally inform their manager of any reason for absence by telephone. SMS text or email is not an appropriate form of communication, always telephone
- Staff will follow the appropriate policies

## **Staff Risk Awareness & Health & Safety**

- All staff are required to read the Health & Safety Policy as part of their induction process and to adhere to the guidelines
- The induction training for staff and volunteers includes an explanation of Health and Safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, risk assessments, health & safety and safeguarding children
- A record will be done by the line manager of staff induction and will be filed in the staff member's personal file on completion. New staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part

## **Staff Code of Conduct for ICT and Social Networking Sites**

All staff will:

- be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children, unless they have consent to do so
- never use the Centre's electronic and other ICT systems for purposes that are unrelated to their job in the Centre. ICT includes a wide range of systems, including mobile phones, PDAs, cameras; email, social networking, photocopiers, etc.
- refrain from passing on passwords to staff other than the Business Manager
- not install any software or hardware without permission
- respect copyright and intellectual property rights
- report any incidents of concern regarding children's safety to a Senior Practitioner or their manager