

Professional Code of Conduct.

Avenue Nursery & Forest School aims to provide the best environment for staff and children, by providing a friendly, caring and respectful working environment where staff feel valued. In order to support these values, staff need to be aware that their conduct could affect the learning environment at all times.

- Staff must adhere to all the setting's policies and procedures at all times.
- Children are central to all we do.
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.
- Staff will be courteous and considerate towards each other and leaders will role-model expected behaviours.
- Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks.
- Staff must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour.
- Staff will not be permitted into the nursery if there is any indication that they are under the influence of alcohol or substance misuse. Employment may be terminated if drunk or under the influence of drugs while at work.
- Staff must disclose if they are taking any form of medication and if so undergo assessment as to suitability to work with children and any medicines being taken must not impair adults to carry out their role. Any medication must be stored appropriately.
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any derogatory remarks whatsoever to the setting or to the children and staff, both past and present, on any social networking sites.
- Avenue Nursery School's Facebook page is for information sharing and positive comments only.
- Staff are not permitted to have a mobile phone, smart watches etc, or personal camera in their possession whilst on duty at the setting, in the kitchen or at Forest School.
- Staff must not share personal phone or home details with any parent/carers, add/follow or friend them on social media until their child no-longer attends the setting, or both parties have already formed a relationship/ friendship.
- Staff must not wear jewellery that could cause harm to themselves or others.
- Staff must not have visible tattoos that could be considered offensive to others.
- Staff will wear red tops showing our setting logo. Shorts and skirts need to be knee length. Long tops covering bottoms if wearing leggings and no over cleavage!
- Staff will wear sensible shoes, with a back strap and preferably with closed toes that they consider comfortable and safe whilst on duty.

- Staff must observe confidentiality at all times both inside and outside the setting.
- Staff must phone the designated person within the setting before **07.30 a.m.** if they are sick and unable to come to work and by 4.00pm the same day if unable to return to work the next day. Fi 07790265004 or 01795539074, Nikki 07912745645 or 01227374905
- Suspension and possible termination of employment maybe considered for continual and excessive absenteeism and tardiness.
- Staff must make sure they are in their respective rooms and ready to start work 5 minutes before the beginning of their shift.
- Staff must not smoke, vape or use e-cigarettes on or around the premises, designated place only to be used. This may be the seasonal gardens (maze) or the pathway to the right of the building, out of sight. Logos must be covered.
- Staff must abide by the settings confidentiality and information sharing policies and to only share information appropriately and when required.
- Staff are responsible for keeping Tapestry Learning Journal up to date and ensure they are kept securely at all times. Staff will seek advice if they are having difficulties with Tapestry. Any extra-curricular paperwork etc. must be done after 3.15pm wherever possible.
- Staff must disclose any convictions, cautions, court orders, reprimands or warnings (whether before or during employment at Avenue Nursery & Forest School).
- In the event of the disqualification of a registered practitioner, a practitioner cannot continue as an early years employee– nor be directly concerned in the management of such provision.
- If the setting becomes aware of relevant information which may lead to disqualification of an employee, Avenue Nursery & Forest School must take appropriate action to ensure the safety of children. In the event of disqualification of a person employed in the setting, the provider must not continue to employ that person.

Legislation Links:

- The Health & Safety at Work etc Act (1974)
- The Management of Health & Safety at Work Regulations (1999)
- The Misuse of Drugs Act (1971)
- Equalities Act Oct. 2010
- Children Act 1989
- Special Educational Needs and Disability Act 2001
- The Road Traffic Act 1988