

# *Little Deers Day Nursery*

## ***Professional Code of Conduct***

### Aim

At Little Deers Day Nursery, we aim to ensure that all members of staff conduct themselves in a professional manner and in line with policies and procedures of the setting. This will ensure that all those involved in the setting, staff, children, parents/carers and other professionals are treated consistently in a kind, friendly and respectful manner.

### Method

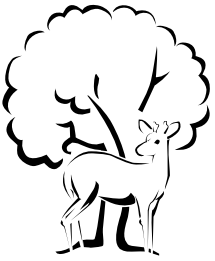
In order to achieve this aim, we expect the following guidelines to be adhered to at all times.

### Overarching Principles of the Code of Practice:

- The welfare of the child is paramount.
- All staff are responsible to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- Staff should work in line with and adhere to the settings policies and procedures at all times.
- Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.

### General Principles:

- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding.
- Staff members should recognise and respect each others roles, responsibilities, opinions, experience and position of authority at all times.
- Early years practitioners are responsible for nurturing and educating young children as well as providing information and support to parents.
- Early years practitioners should seek to improve their understanding of the development of young children through on going education and collaboration with colleagues.
- Early years workers have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- All staff have a responsibility to contribute to the settings responsibility to protect children and encourage a 'safer working culture'.



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- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Nursery Manager, any deficiency in the standards.
- If staff have concerns regarding the Nursery Manager or other senior staff members the Whistleblowing Policy may be followed.
- When information is necessarily confidential it should only be made available on a “need to know” basis.
- Staff should maintain discretion and respect for privacy and confidentiality with information they may hear but are not directly involved with.
- Staff must wear the uniform provided with smart / casual dark colour trousers appropriate for their role and give a positive image at all times.
- A reciprocal approach is shown to reliability, flexibility and punctuality.
- Staff must remain positive and optimistic at all times.
- Staff must consider that negativity and criticism are not productive and do not make for a pleasant working environment.

### Staff to staff will:

- Listen to and follow instructions, asking for clarification if unsure
- Show respect to all other staff, accepting that everyone is different and has a right to their own opinion which may differ from their own
- Ensure that conversations in front of children are centred around the children and of an appropriate and positive nature
- Communicate concerns with deputy initially, and colleagues to the best of their ability, either written or spoken, sharing information about children and families only when appropriate to do so
- Ask colleague for help when unsure of how to deal with a situation or correct details – much better to ask for help than struggle or give out incorrect details
- Approach others to communicate, standing next to them to speak
- Consider their surroundings when reacting to parent’s communications and reporting grievances to the management team
- Inform others if they are leaving a room i.e. into kitchen, personal care, supporting children’s personal care, conversations with parents/carers or other professionals
- Keep up to date with their own relevant paperwork
- Only involve themselves in setting paperwork at the request of manager or deputy but have an awareness of newsletters and notes being given out to parents/carers



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### Staff to children will:

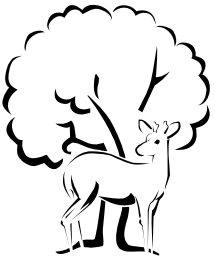
- Act as a good role model to children, families and other staff, showing respect and good manners i.e. please/thank you
- Wherever possible use positive language – give instructions to children referring to the behaviour that is required (use walking feet) and not the undesirable behaviour (don't run)
- Get down to the same level as the child to communicate with and comfort children
- Ensure that children know that they are the priority and that they are important
- Staff must ensure they create a positive image of each child, focussing on their strengths and must not 'mock' them.

### Staff to parents/carers will:

- Ensure that conversations relating to their child are held away from other parents/carers and in a sensitive manner
- Speak to parents/carers in a quiet and respectful voice
- Offer advice and support if appropriate and staff member has appropriate knowledge and experience of the subject matter using diplomacy and respect at all times
- Sign post to other staff members or other professionals when required
- Remain non-judgemental and maintain an open mind to individual family circumstances at all times
- Remain empathetic and tactful when speaking with parents at all times
- Not be linked on social media sites whilst the child attends Little Deers to maintain the professional boundaries
- Declare any external form of friendship or relationship with any parent / carer of a child attending the nursery to the management team
- Not share any of their personal details including address, telephone numbers or social media accounts etc. with parents / carers of children attending the nursery
- Not seek personal details from parents or carers of children attending the nursery, with a view to gaining contact outside of the nursery for any means.

### Staff to other professionals will:

- Ensure that conversations relating to children are held away from the child and only appropriate information is given according to the boundaries of the data protection and the needs of the child
- Ensure respect is shown at all times and conversation is of an appropriate nature
- Communicate knowledge of the child based on observation and assessment to fully assist in any intervention that may be necessary



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- Listen carefully to any guidance given to support the needs of the child. Share relevant guidance with manager and deputy. Guidelines will be shared with other staff as appropriate. Action any recommendations given by professionals, at the earliest opportunity.

### Staff to students and visitors will:

- Ensure visitors and students are aware of the relevant policies and procedures including: confidentiality, safeguarding, equality and diversity, mobile phone and camera use
- Be welcoming and show respect and courtesy at all times
- Communicate clearly with instructions and expectations
- Support to the best of their ability with appropriate tasks
- Communicate knowledge of children as appropriate for the needs of the children to be met.
- Listen carefully to any concerns and refer student/visitor to manager/deputy as appropriate.

This policy was adopted by	Little Deers Day Nursery
In	November 2017
Date to be reviewed	November 2018
Signed by setting manager	<i>K. Griffiths</i>
Name of signatory	Kerry Griffiths
Signed on behalf of the provider/committee	<i>C Gilbert-Norton</i>
Name of signatory	Chris Gilbert-Norton
Role of signatory (e.g. chair, director or owner)	Chair Person