



Rainbow Teddies Pre-school Policy Document

Staff Code of Conduct Policy

Safeguarding and Welfare Requirements:

1) Child Protection (*Safeguarding*)

2) Suitable People

3) Staff Qualifications, Training, Support and Skills (*Good Practice*)

4) Key Person (*Build Positive Relationship with child and Parents/Carers*)

EYFS Key Themes and Commitments:

A Unique Child

Positive Relationships

Enabling Environments

*Learning and
Development*

This policy was adopted at a meeting on:

Review Date:

Signed: on behalf of the Management Committee

Print Name: Position:

Signed: Pre-school Manager



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This policy plays a part in ensuring that all adults are aware of their own and others' collective responsibility in ensuring that the children who spend time at Rainbow Teddies experience positive role models; for behaviour, social interaction, caring for self, others; and the environment. We aim to create an atmosphere in which all adults and children feel safe, secure and confident.

Further reading includes: *Safeguarding Children & Child Protection Policy, Health and Safety Policy, Staff: Employment & Training Policy, Behaviour Management and; Whistle Blowing Policy.*

Failure to comply with this policy document may result in action being taken; under the procedures outlined within the *Disciplinary Policy & Procedures.*

Staff must:

- Adhere to all the pre-school's policies and procedures
- Attend for work with clean skin, hair and nails- make-up and/or jewellery should be discreet if worn
- Attend for work in clothing which is clean and appropriate for an early years/educational setting (i.e. not 'revealing')
- Attend for work in flat, sensible shoes/boots (no heels or flip-flops)
- Not arrive for work under the influence of alcohol or any other substance
- Keep all work related paperwork and key work up-to-date and in tidy order
- Work with the team and children in ensuring that the environment, toys and resources are respected and looked after appropriately
- Treat all children, parents/carers, each other and any visitors with respect
- Be mindful of discussing children and or parents/carers within earshot of others; who may not 'need to know' (confidentiality)
- Ensure that general conversation and language used within earshot of children is appropriate
- Not show favouritism to any child, but treat all children with equal care and concern
- Always treat children with compassion and tolerance; managing children's behaviour as per *Behaviour Management Policy*; recording incidents as per said policy
- Be mindful of adult:child ratios when leaving an area/classroom
- Leave personal mobiles in designated area and not carry them around the pre-school (see: *Acceptable Use of Technologies Policy*)
- Inform the Manager if medication being taken could affect individual capacity to fulfil work/duties safely
- Inform the Manager of *any circumstance* which could affect individual capacity to fulfil work/duties safely
- Declare any changes to CRB/DBS status
- Not leave themselves open to allegations of abuse- see: *Safeguarding Children & Child Protection Policy*
- Declare any allegations made against self or family member/partner; living at home
- Not discuss and or name 'Rainbow Teddies Pre-school' or any associated staff, children or parents/carers on 'social media'
- Be mindful that we all represent our group outside of 'working hours' and should behave accordingly in our 'own time'; in order to best maintain and uphold the good reputation of our organisation.