



Staff Handbook

4.2 Staff Code of Conduct

Policy Statement

At Auden Place, we provide a working environment that includes equality and provides personal and professional development. For this to work we expect staff have a professional conduct.

Procedures

Professionalism

- Staff must remain professional always. This includes attitude, respect and confidentiality.
- Staff must be punctual and be on the floor ready to start work at their start time.
- When phoning in sick, staff need to call the nursery at 7.00am so that adequate cover can be arranged. (N.B. If they are on a 7.30 shift, then they need to ring the manager by 6.30am so that an early cover can be arranged.) If staff know the night before, then they need to call the manager the night before, so that cover can be arranged early enough. Staff are also required to call in by 4.00pm on the days that they are sick to let management know if they are going to be in the following day.
- Staff must adhere to the declaration they sign regarding babysitting outside of their working hours and the use of Kinderly
- Staff must not befriend parents on social networking sites
- Staff must be flexible and willing to step into early and late shifts at short notice if needed, to cover sickness, holidays etc.
- Staff must always remember that the children are their priority, lunch breaks and observation times etc. must always take second place to the children's needs.
- Staff must not chew gum during working hours
- Smart/casual clothing is to be worn, e.g. no hats, no inappropriate logos, shorts must be of a respectable length, midriffs covered etc. If you are unsure, please speak to the manager. Please be aware that religious and cultural headscarves can be worn if they do not pose a risk to the children.
- Staff must treat management committee parents as any other parent when they are bringing their children into nursery. If they need to speak to a committee parent, then they can ask and put a request forward, but when parents are conducting pick up/drop offs, staff must respect these parental times.
- Staff must work in accordance with all Auden Place Community Nursery policies and procedures at all times.
- Staff must not put anything derogatory or comments that may paint the nursery in a negative way on any social media sites such as Facebook or Twitter.
- Staff must remain professional when representing Auden Place outside of the nursery such as training, events, trips, home visits etc.

Teamwork (Please see policy 4.3 Teamwork)

- Staff must work together as part of a team



- Staff must respect the requests of their seniors, as the seniors have an overview of how the nursery is working each day and changes might need to be made. If staff feel the request is not reasonable, please speak to management.

Safeguarding (Please refer to policies 3a.2 - Safeguarding and Child Protection, 3a.3 Whistleblowing and 3a.4 – Use of mobile phones etc.)

- Staff need to understand and respect boundaries of their relationships with children and will not show any favouritism to one child over another.
- Staff need to take heed to all Safeguarding policies. In particular, whistleblowing needs to be something all staff understand and feel confident in know who to speak to with any concerns about a colleague. (This may not necessary be safeguarding, it may be to do with professional failure to comply with company policies and procedures)
- Staff must not carry mobile phones on them during working hours. Please put phones, purses etc. into your locker. If you don't have a locker, please come to management who will put your bag in a locking cabinet outside the office. Pegs are supplied for coats, scarves, etc. These are behind the doors to the lift shafts.

Health & Safety

- At Auden Place, we have a no smoking policy (please refer to policy 3h.7 No Smoking)
- Staff must not have hot drinks in the rooms, while children are present
- Nut products must not be brought into the nursery. Please try to refrain from eating/using nut products during your breaks. If you do come into contact with any nut products, please wash your hands thoroughly before coming into contact with the children, and rinse your mouth out.

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