# STICKY FISH PRE-SCHOOL STAFF CODE OF CONDUCT POLICY

## HOW WE WORK

Each member of staff is valued and their input is important. We operate a shared system for the roles of registration, story-telling, welcoming at the door, indoor/outdoor activities etc so that all staff get the opportunity to be directly involved with the children and develop their skills in all areas.

An important part of Sticky fish is our Christian ethos and will use the opportunity to involve the children in Christian religious festivals. We will celebrate other religious festivals as and when this is appropriate. We would want any new employees to feel comfortable at Sticky Fish, regardless of their faith. Our curriculum focuses on fostering positive relationships and following a nurturing and loving pedagogy based on the individual child’s needs.

**THE ETHICS WE SHOULD FOLLOW**

* Honesty - being truthful, straightforward and sincere in my dealings with others
* Transparency - being open in my communication and prepared to explain myself
* Reliability - to be dependable
* Accountability - answerable for my actions and decisions
* Confidentiality - at all times except where it is in the interests of children in my care.
* Objectivity - fairness to everyone and not taking sides.
* Reflection on my practise - careful considering and monitoring what I do and why, to make sure that it is in the best interests of the children in my care.

It is expected that I will work hard to promote positive respectful relationships and wellbeing with staff, children and parents. All staff are expected to model and demonstrate the principles of a loving/nurturing pedagogy and of our Ethos/core values.

**SAFEGUARDING**

**We are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and trustees to share this commitment.**

Adults who work with children have a “duty of care” which is a responsibility to keep children safe and protect them from abuse. We expect staff to have very high standards of behaviour in every area of the pre-school. We are role models for the wider community and this must be reflected in our conduct, conversations, and actions. We expect the highest level of professionalism at all times.

Staff are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their motivation and intentions or lead to a “staff allegation”, which could pose a risk of harm to children.

The term allegation means it is claimed that a person who works with children has:

* Behaved in a way that has harmed a child, or may have harmed a child;
* Possibly committed a criminal offence against or related to a child;
* Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
* Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children.
* All staff must be familiar with, and adhere to the Child Protection Policy.

All staff must operate within the policies and procedures of our setting and should take responsibility for knowing and understanding these policies, by regular attendance at team meetings, by reading up on meeting notes and by communicating any questions to the manager or deputy manager. All policies and procedures will be on the Drive for staff to access at any time to refresh their knowledge and understanding of policies and procedures.

Staff must report any behaviour by colleagues that raises concerns to the designated child protection officer (Liz, manager) or Deputy (Jo) and/or the Lado (Local Authority Designated Officer) and the designated child protection officer for the trustees (Desrine Bailey), as set out in the whistle-blowing policy.

**LOW LEVEL CONCERNS**

All staff should also report any low level concerns regarding staff/students/volunteers (see separate policy) to the Designated Safeguarding lead or deputy (Liz or Jo). These are concerns that do not meet the allegation threshold to contact the LADO. We encourage all staff to be open and transparent with one another and to feel confident to self refer if they feel they may have acted in a way that is inconsistent with our Child Protection Policy, and relating safeguarding policies, through mistake, error or lack of knowledge. Good open communication is essential. All concerns, however small or big must, in the first instance, be reported to the DSL or deputy DSL.

**MOBILE PHONES**

Staff personal mobile phones should be placed in the box labelled “mobile phones” in the kitchen or kept in their personal belongings in the kitchen. Personal calls should be taken in the kitchen away from the children, or in the office. Refer to “Multi media/E safety” for full policy/procedure.

Before commencing work, all staff must undergo an enhanced DBS check. References, identity checks and qualification checks will be carried out before employment. From that time on, all staff have a duty to inform the Manager of any cautions, warnings or convictions, i.e. you must declare any cautions, warnings or convictions that occur after your dbs check. Ofsted would then need to be informed and, depending on the nature of the declaration, measures would be put in place to ensure that children are fully safeguarded.

# SICKNESS

Any member of staff who is sick needs to report this to the Manager as soon as possible. If the member of staff is well enough to get a replacement then that would be appreciated, although not essential. Again, any infectious illness or even query infectious illness must be reported to the Manager.

Statutory Sick Pay will be given according to government guidelines.

All staff medication that is brought to Sticky Fish must be kept in a designated staff First Aid box in the kitchen.

# HOLIDAYS

It is expected that holidays will be taken out of term time. Arrangements with the Manager, in advance must be made for any holiday within term time. It will not be expected to have more than one staff member absent due to a term time holiday at any one time.. Any time off for your own children’s illness or In-Service Days must either be taken as a swap or the session done by arrangement with someone else. Time for medical appointments, school assemblies etc must be discussed with other staff to arrange cover.

***Time off for any of the above must never be presumed – if we cannot cover the sessions adequately with the correct ratio of qualified staff involved then the pre-school would have to be closed. All staff MUST check with the Manager/their team prior to making arrangements.***

# CLOSURE OF THE GROUP

This must not be undertaken without contacting the Manager of the group. Any emergency that merits closure must be discussed with the Manager first. In the event of the Manager not being available, the decision will be taken by the Deputy Manager.

# CONTINUED PROFESSIONAL DEVELOPMENT

If a member of staff wishes to take on further training this would be discussed and, if felt appropriate, a proportion of our training budget would be set aside for them. New staff members who have not yet achieved their qualifications will be helped with their initial course.

All staff will be expected to continue their professional development by attending appropriate training courses that relate to specific aspects of our work. The statutory training that be **MUST** completed by all staff is Paediatric First Aid (every 3 years), basic Child Protection (every 3 years), and Food Hygiene (every 4 years). Designated Child Protection leads will be expected to complete advanced child protection by KBSP every 2 years). They will also undergo child protection refresher training annually, including a comprehensive child protection quiz.

Relevant training opportunities will be actively promoted by the pre-school.

**SUPERVISION/ONE TO ONE SESSIONS**

Supervision sessions should take place every term. This is for personal advancement purposes and should be a positive experience for both the staff and the pre-school alike. Safeguarding issues will be included within each session. They will focus on staff wellbeing, and their mental health as well as future development and CPD.

# ACCOUNTABILITY

Staff have a duty to inform the manager if they do not feel competent to undertake any activities and should request reasonable/appropriate training.

Staff have a duty to report any behaviour by colleagues that raises concern to the manager (Designated Person) and/ or the LADO.

Staff must notify the manager of changes to personal details, change of address, phone numbers and relevant health issues.

**POLICIES**

All staff must read and understand the policies and procedures of the setting. These are located on the staff google Drive which all staff have access to. Staff must keep themselves up to date with changes and updates to policies and procedures.

# SAFER WORKING PRACTICE WITH CHILDREN

This includes:

* Avoiding lone working or at least within sight or hearing for others;
* Treating all children with equal respect;
* Supporting children to understand risks and develop strategies to keep themselves safe in the setting, and in the community.
* Encouraging children to be comfortable and confident to point out attitudes or behaviour that they don’t like;
* Following the setting’s procedures when providing personal care or administering medicine;
* Being an appropriate role model for children and other staff/volunteers/students;
* Informing the manager of any pre-existing relationships with families who use the setting;
* Informing the manager of any work outside the setting with children and families who use the setting e.g.; babysitting.
* Abiding by the confidentiality policy which is included in the data protection policy and privacy notice.

**UNACCEPTABLE BEHAVIOUR**

It is important to be aware that any behaviour within or outside the setting, which could lead any reasonable person to question an individual staff member’s suitability to work with children, could bring Sticky Fish into disrepute and possibly lead to that member of staff being disqualified from working with children. This also applies to a staff member’s online behaviour and communication.

# PREMISES

We should all be respectful of the use of the premises. Please ensure that the safety and security of the building is attended to at all times. Ensure that the start and end of day risk assessment tick lists are completed on your designated day.

# VISITORS

As the premises are locked at all times, visitors should always be let in by a member of staff. If the person is not visiting the group as a potential parent, then identification should be asked for. Any suspicious visitors must be asked to telephone and make an appointment to visit the group and not be given entry. All visitors should sign in and out on our daily signing sheet.

**OUTSIDE COMMITMENTS**

All staff should consult the manager before taking on additional employment. You will need to declare which employer is the primary source of income in order to avoid confusion over tax codes. Failure to declare a primary employer to HMRC may result in the levy of back dated tax.

All staff members have a duty to notify the manager of any change of circumstance which may affect their suitability to work with children.

**STAFF MEETINGS and INSET DAYS.**

All staff will be expected to attend main staff meetings. The manager will be informed if unable to attend.

Staff are expected to contribute towards our self-evaluation reflective practise.

All staff, regardless of their usual work days will be expected to attend Inset days, with permission from the manager to be absent from these.

**DAILY ROUTINES**

A member of staff is expected to welcome the children at the door and observe the children’s physical state on entry to Sticky fish. Any injuries must be recorded in the Accident book and a signature and explanation given by the parent. Equally at the end of the session a member of staff is expected to see the children off the premises and liaise with parents about any injuries during the session and to obtain a signature for the Accident Book. At least one member of staff should be available to talk to parents at the beginning and end of the session.

All staff should be aware of the number of children in attendance during any one session, for safety purposes in the event of evacuation of the building, or with lockdown procedures. The board showing numbers of adults and children present during any particular session should be visible for all adults to see.

**DRESS CODE**

Sticky fish will provide branded T-Shirts and hoodies. This is a personal choice to wear these, but would encourage staff to do so.

**WE ARE COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECT ALL STAFF, VOLUNTEERS AND TRUSTEES TO SHARE THIS COMMITMENT.**

I HAVE READ AND UNDERSTOOD THE STAFF CODE OF CONDUCT.

SIGNED (staff member)……………………………………DATE…………………………..

REVIEWED AND UPDATED: JUNE 2024 . NEXT REVIEW: JUNE 2025

SIGNED: LIZ TOMLINSON (MANAGER)