



# Puddleducks Nursery & Pre-School Staff Code of Conduct Statement

## Guiding principles

- The welfare of the child is paramount.
- All staff, students and volunteers working at the setting 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. All staff should know who their Designated Safeguarding Lead is
- 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 have a responsibility to review their practice and ensure they follow legislation, guidance, protocols and policies of Puddleducks.
- The sorting and processing of personal information is governed by GDPR (General Data Protection Regulations (2018) and relates to our Confidentiality policy.
- Guidelines for SVPP Social Networking Policy should be followed (see setting safeguarding file)

## Care

- Supervise children at all times
- Be aware of Children's safety and needs
- Always act and be seen to act, in the child's best interests
- Treat equipment and resources with care and respect
- Staff adhere to the Health & safety policies & with particular regard to first aid, managing medical conditions and administering medicines and intimate care.

## Quality

- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All staff are responsible for nurturing and educating young children as well as providing information and support to parents.
- To build upon your strengths and improve your weaknesses
- Staff should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues.
- All staff have a responsibility to contribute to the settings responsibility to protect children and encourage a 'safer working culture'.

- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Manager any deficiency in the standards.
- To treat information they receive about children and their families in a discreet and confidential manner. Note that records are shared with those professionals who have a need to see them.
- To be cautious when passing information to others about a child/family

### **Commitment**

- Be reliable, with minimal absences and put yourself in the 'shoes' of others.
- To follow advice/instructions when returning from absences of more than 1 week.
- Ensure the highest quality of care to the children and safeguard their environment
- Be enthusiastic towards your job, parents, children and other team members.
- Act with integrity. Be honest, truthful and open
- Raise any concerns about poor or unsafe practice & potential failures in the setting regime (Whistleblowing)
- Follow all policies and procedures of Puddleducks
- Have valid First Aid and Safeguarding certificates which are kept up to date.

### **Teamwork**

- Support fellow team members - ensure no one person is doing all the work and help other team members if they require it.
- Be friendly and considerate
- Be accountable and take responsibility for your actions
- Staff will follow routines, rotas and planning to the best of their ability, should not deviate from good practice procedures which could place the child or themselves in a vulnerable position.

### **Trust**

#### *Adults should:*

- Dresses appropriate to their role, which is not likely to be viewed as offensive, revealing or sexually provocative - is absent of any political or otherwise contentious slogans and is not considered to be discriminatory.
- Reports any behaviour by colleagues that raises concerns
- Disclose any reasons why they may not be suitable in their post.

#### *Adults should **not**:*

- Use their position to gain access to information for their own advantage and/or a child's or family's detriment
- Use their power to intimidate, threaten, coerce or undermine pupils
- Use their strength to man handle children or use force as a punishment
- Use their status and standing to form or promote relationships with children, which are of a sexual nature. Nor must they establish social contact with children to secure friendships or to

pursue or strengthen a relationship that could damage their professional reputation or the reputation of the setting.

- Use personal mobile phones or cameras within the setting.
- Use social media to discuss or use derogatory comments about children and their families in our care or their co-workers and employer.
- Declare any gift they receive from a parent or child (this does not include small tokens of appreciation such as at Christmas or the end of the year).

### **Behaviour**

Certain behaviours are at odds with a position of trust. These include, but are not limited to:

- Harassment or discrimination based on any characteristic protected by the Equality Act 2010.
- Loss of personal civility including personal attacks or insults, displays of temper (such as throwing objects), unwanted physical contact (pushing, shoving, hitting) or the threat of the same.
- Staff must not swear, blaspheme or use offensive language in front of pupils, nor use language which is discriminatory and demeaning in any way.

Such behaviours are disciplinary offences and may be referred to Local Authority and / or the police.

**In Puddleducks there is a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL). All staff have a duty to report any child protection concerns to their designated person for child protection**

**Anyone who has concerns or is in doubt should refer to Puddleducks Safeguarding policy, in particular 'What to do if you're worried a child is being abused' flow chart**

This document is based on the following guidance:

Safer Working Practice (2015)

Working together to safeguard children (2018)

Keeping children safe in education (2018)

The procedures of Wiltshire Safeguarding Children's Board

WSCB Social Networking policy

This document was reviewed September 2021. Date of next review August 2022