

# Code of Conduct, Staff behaviour and Social Media

## As a member of staff of Kidz R Us Nursery you are required to adhere to the following code of conduct

- Staff must adhere to all the setting's policies and procedures at all times Staff must not wear bracelets or inappropriate jewelry
- Staff must not have visible tattoos or body piercing
- Staff will wear uniform provided at all times  
Staff will wear sensible full non-slip shoes whilst on duty, no open toe/backless shoes
- Staff are requested wear long hair tied back when working with the children and will wear it tied back at all times when working in the kitchen including PPE (aprons etc)
- Nails are to be short and gloves are to be worn at nappy/meal times
- Staff must observe confidentiality at all times both inside and outside the setting
- Staff must inform the designated person within the setting before 7:30am if they are sick and unable to come to work
- Staff must make sure they arrive 5 minutes early and are ready to start work at the beginning of their shift  
Staff must not smoke on the premises, designated place only using the box provided
- Staff must abide by the settings confidentiality and information sharing policies and to only share information appropriately and when required
- Staff are to keep the children's Learning Journeys up to date, complete the 2 year old check in compliance with the revised EYFS
- Staff will be required to complete a report to be given to the children's parents/carers (Christmas, Easter, Summer) including two-year checks where necessary and reports for parent evenings and transitions
- Staff will keep the children's Learning journeys onsite during working hours in line with OFSTED
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times
- Staff will not show favoritism
- Staff must not behave in a racial manner under any circumstances and must not make racist or sexist remarks Staff must wear protective gloves when dealing with bodily fluids
- Dispose of nappies etc. in the appropriate manner (place in a bag and then take to the main refuse bin)
- Sickness and diarrhea bugs – Staff are not permitted to return to work for a period of 48 hours after the last episode

### Medication

If you are taking regular medication you must inform the settings Manager of any possible side effects, which may prevent you from carrying out your duties. All medication must be stored in the office

### Safeguarding/Ongoing Suitability

As a member of staff of Kidz R Us Nursery you are required to inform the Proprietor, Manager or Deputy Manager of any safeguarding issues which may occur at home, any allegations made against yourself or any family living with you or partner that may not be living with you

Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Phones must be switched on silent. You are permitted to check you phone during your lunch break. All other times phones must be signed into reception to be securely stored in a locked designated cupboard

Staff must prevent the abuse of younger or weaker children by older stronger children through bullying, cruel or humiliating behavior

Staff will not be permitted into the nursery if there is any indication that they are under the influence of alcohol or substance misuse

All concerns must be referred to ...../Nicola Fleury. A record of your concerns will be recorded and placed in the safeguarding folder

Never allow unknown persons into the setting without first confirming identification

Children will be released into the care of their parents/carers. If there is a third person to collect the child we state that the parent has to call ahead to inform us first and then give the password out to the third person, in the event no notice is given beforehand, call parent/carer

**Safeguarding for staff**

Always inform a colleague when leaving the room to change a child's nappy or their clothing

Staff must operate safe Internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children and staff, both past and present, on any social networking site. As a member of Kidz R Us Nursery you may not befriend parents on the social networking sites

Inform the named person for safeguarding of any safeguarding issues regarding your colleagues; all details given will be treated confidentially

In the event the allegation is made against the manager, the 2nd safeguarding lead or Nicola Fleury is to be informed