



Scalliwags Pre-School CIO

Safeguarding Children

Staff Code of Conduct

Policy Statement

At Scalliwags Pre-School CIO, we value and support our staff. We take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner, act as positive role models for, and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

All staff, volunteers and students are responsible for safeguarding and promoting 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 the children. These adults who work with children are responsible for their own actions and behaviour and should avoid any type of conduct which would lead any reasonable person to question their motivation and intentions. At Scalliwags Pre-School CIO all staff will work and be seen to work, in an open and transparent way. We will ensure that this professional standard is applied to all children and families regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

At Scalliwags Pre-School CIO our staff will:-

- Be approachable and friendly, while still being objective and professional and not blurring relationship boundaries.
- Offer advice and support to parents in a respectful way, including initiating possibly difficult conversations.
- Discussions, directing parents to other relevant services and making appropriate referrals.
- Practice all aspects of the Setting's Safeguarding policy and embed this into their everyday routines.
- Adhere to all policies.
- Staff are required to wear the setting's uniform of logoed top and black/navy trousers or dark jeans, cropped trousers or longer length shorts. Non logoed cardigans and body warmers should be royal blue or black; black long-sleeved tops may be worn under t-shirts. Sensible covered in footwear with a heel height of no more than 2 inches should be worn, sandals with heel straps (i.e. no flip-flops/mules) may be worn in the Summer months. Staff should wear minimal jewellery, no bracelets, large rings or long necklaces.
- Visible tattoos (especially on face, neck, hands) are required to be covered and most piercings (except modest earrings) will need to be covered or removed.
- Staff are prohibited from having offensive, violent, or inappropriate imagery as tatoos or clothing.
- Focus on the care and development of each individual child, not making comparisons with other children or breaching confidentiality.

Key Person

At Scalliwags Pre-School CIO we acknowledge the contribution to safeguarding the Key Person role can make in ensuring that all children in the setting feel safe, secure and assured that they will be listened to and appropriate action taken should they feel or become unsafe. To ensure every child at the setting will be allocated a key person on joining the setting.

The setting will make every attempt to deploy the Key Persons so that they are with their Key children as much as possible.

Expected Staff Behaviour

Within Scalliwags Pre-School CIO we expect our staff to:

- Spend the majority of their time playing with, talking to, supporting and engaging with children.
- Treat children with kindness and respect. Putting children first, their safety, welfare and ongoing development is the most important part of their role.
- Behave as a positive role model for the children by challenging sexist, racial, ethnic and gender stereotypes, and by promoting positive representations of the differing types of families and lifestyle choices in the pre-school.
- Remain professional at all times and demonstrate caring attitudes to all.
- Work respectfully with colleagues as part of the whole Scalliwags Pre-School CIO team, cohesively and openly.
- Be aware of their requirements under the EYFS statutory Framework and the Scalliwags Pre-School CIO policies and procedures.
- Be willing and open to reflecting on and developing their practice, through training, mentoring and other methods, within a culture of "everyone a learner" at the pre-school.
- React appropriately to any safeguarding concerns quickly and concisely in accordance to the Scalliwags Pre-School CIO and Local authority procedures and in line with the induction and training received.
- Not share any confidential information relating to the children, Scalliwags Pre-School CIO or families using the facility.

Scalliwags Pre-school CIO
The Nursery Unit, Paddock Wood Community Centre, Paddock Wood, Kent, TN12 6EB
The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL
Registered Charity No. 1179340
Ofsted Registration Nos. 2831937 and 2686577

- Feel confident to come to the managers with concerns, frustrations or difficulties in the knowledge that managers will listen and support them to find solutions.
- Maintain the public image of the Scalliwags Pre-School CIO and do nothing that will bring the Scalliwags Pre-School CIO into disrepute.
- Ensure that relationships with parents and carers are respectful and professional. We recognise that at times these relationships can be challenging, so ask all staff to seek support in supervision or sooner if needed.
- Ensure no external social/social media relationships are made with parents. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- Adhere to the Mobile Phones and Other Electronic Devices, Social Media and Acceptable Use and Whistleblowing policies.
- Report to management immediately any changes in personal life that may affect their ability to continue their role at the pre-school. This may include (but is not limited to) changes in police record, medication, and any social services involvement with their own children.
- Not talk about parents, personal issues or complaints about work in front of or while working with children. All conversations that take place while children are present must be suitable for children to hear. Staff must be mindful of conversations about body image, personal lives or accident or incidents that are not suitable for children to hear.
- Not to be under the influence of alcohol or any other substance that may affect their ability to care for children. If staff feel medication or any other issue is affecting their ability to care for children, they must speak to the manager immediately.
- Inform the managers of any current or new intimate relationship with a colleague or parent.

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Monitoring Staff Behaviour

Within Scalliwags Pre-School CIO managers will:

- conduct regular observations of all staff, during which we will look at interactions with children and peers;
- have regular supervision sessions with all staff in which we will help staff develop professionally, share concerns or frustrations and support them to find resolutions. In addition, ongoing suitability will be monitored and recorded.
- operate a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues;
- carry out an annual review with all employees which includes checking ongoing suitability;
- have clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management;
- ensure all new staff members are suitable with the appropriate checks as detailed in the Safeguarding and Safer recruitment policies;
- ensure new staff are closely supervised by the Early Years Manager or deputy during their induction and trial period. New staff will not be left alone with children or carry out intimate care routines during their induction and will be closely supervised during the trial period of their employment.

Any staff behaviours that cause concern, such as sudden changes in behaviours, changes of beliefs, changes in relationships with children or adults, sickness, lateness, and standards in work slipping, will be investigated further by the managers.

Procedures to be Followed

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff members wherever possible and will seek training and/or mentoring where appropriate. In situations where we are not able to find solutions we will follow the competency proceedings.

These procedures are in place to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure in the child safeguarding policy and/or allegations against staff will be followed.

All conversations, observations and notes on the staff member will be logged and kept confidential.

Monitoring and Review

This policy will be reviewed annually, or sooner if national guidance changes. Feedback from staff, parents, and stakeholders will always be welcomed.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		