

Beechwood Childcare Limited

Practitioners Code of Conduct

This professional code for Nursery Practitioners and Play-workers provides advice for practising professionals in carrying out their duties and responsibilities. Its purpose is to offer guidance; it is not intended to be prescriptive.

THE BASIC PRINCIPLE IS THAT THE INTEREST OF THE CHILD IS PLACED BEFORE ALL ELSE
– “.....children's welfare should be the paramount....”

Practitioners should:

- value and respect each child as an individual;
- be aware of, and safeguard, the rights of **all children**;
- facilitate and promote the growth and development of the whole child; and
- be aware of, and endeavour to meet the needs of each child for whom they are professionally responsible.
- Children's behaviour will be monitored and positively managed.
- All accidents will be reported to the Nursery Manager, logged and assessed, and reported to parents as soon as possible.
- Parents can request access to the policy folder in each nursery.

The child within the family

Practitioners should:

- see the child in the context of his or her family situation and be aware of differences in family structures in our society;
- be aware that the care of the child is a shared responsibility which must take account of the customs, values and beliefs of the family or the main carers; and
- work in a co-operative and collaborative manner with the family to promote and safeguard the well-being of the child/ren.

Professional practice:

Practitioners should:

- ensure that no action is taken, or omission made, which is detrimental to the welfare and safety of, or that hinders the development of, the child.
- maintain the highest possible standards of performance, and aim to improve their knowledge, skills and competencies by taking advantage of in-service and other training;
- constantly evaluate their own methods, policies and practices and be aware of the need to keep up-to-date with current developments in the light of changing needs and circumstances; and
- be aware of the need for confidentiality within their professional practice. Confidential information received should not be disclosed unless required by law or to protect the interests or welfare of the child.
- Staff must not use any information obtained during their employment for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

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Working with others

Practitioners should:

- work professionally with other agencies to achieve the best possible outcomes for children.
- acknowledge and respect the contribution of other colleagues who share in the provision of the service;
- share their knowledge and demonstrate their skills with students and other colleagues to develop and promote good childcare practice whilst offering guidance and support as appropriate; and
- be prepared to give support and supervision to, and receive support and supervision from, colleagues and management to further their own personal and professional development and that of the service.

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Staff Behaviour Policy

Staff are expected to adhere to the following behaviour code:

- Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues and other professionals who use the setting. Staff will maintain a professional approach at all times.
- Staff will not come to work under the influence of alcohol or drugs including prescribed medication that may hinder their ability to work safely within the pre-school.
- Staff will adhere to the company dress code.
- At all times staff will adhere to and follow the policies and procedures laid down by Beechwood Childcare Limited
- Staff will respect all areas of confidentiality at all times.
- Staff are recognized as representatives of Beechwood and as such will act appropriately and not by association, bring the reputation of themselves or the company into disrepute.
- Staff will act in an appropriate manner when accessing social networking sites. Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the pre-school reputation into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with young children. Staff must not accept parents as friends on social networking sites and must declare existing friends who become associated with Beechwood Childcare Limited. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.

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Disclosure of personal information relating to staff/children/public

Many staff have access to personal information, for example, medicine forms. In order to comply with the Data Protection Act 1998, all staff must treat this information in a discreet and confidential manner, and adhere to the following guidelines:

- Written records and correspondence should be kept securely at all times.
- Information relating to staff/children/public must not be disclosed either orally or in writing to unauthorised persons.
- Information relating to staff/children/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Staff should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information.
- Confidential matters relating to staff/children/public should not be discussed in areas where they may be heard by passers-by, for example corridors, reception.
- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action.
- Staff are not permitted to make statements or write letters to the media.
- Where staff are aware, or have evidence of illegal, improper or abusive behaviour of another member of staff towards the children, he or she must notify it immediately to the manager, unless the allegation is against the manager when he or she should bring it to the attention of the next manager or Designated Safeguarding Lead. Where a member of staff fails to report such concerns this may be construed as misconduct and lead to disciplinary action.
- Beechwood Childcare Limited believes in treating all staff with respect and trust in a mature, respectful and considerate manner and expects the same approach from staff. Beechwood expects employees to respect property, other staff and their property at all times. Staff should also demonstrate the characteristics they are trying to inspire in the children. Failure to observe the expected standards of behaviour, breaks the bond of trust that is fundamental to Beechwood/staff relationships and may lead to disciplinary action.
- Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the manager with sufficient notice. Failure to notify absence is unauthorised absence.
- Staff must inform senior management of their whereabouts and expected time of return when they are out.

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It is the responsibility of all staff to carry out reasonable instructions. In those circumstances where a member of staff refuses to obey a reasonable instruction, it will be necessary to investigate the situation and, depending on the outcome of an investigation, disciplinary action may be taken.

- A uniform is provided, consisting of two polo shirts and hoodies, which should be worn on a daily basis unless stated by the manager. In summer, some staff choose to wear black cardigans instead of their hoodie. Smart suitable trousers and flat black shoes also form part of the uniform which you are expected to provide for yourself. Staff should ensure they are dressed decently, safely, and appropriate for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.
- Staff with long hair should wear this tied back when working with the children or handling food. Jewellery and make-up should be kept to a minimum and nail polish and extensions should not be worn if staff work directly with the children or handle food
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This policy was adopted at a meeting of	Beechwood Childcare Limited
Held on	July 2017
Date to be reviewed	
Signed on behalf of the provider	
Janette Price	
Management of Beechwood Childcare Limited	