



St. Elizabeth's Nursery

Code of Conduct in Workplace Policy

At St. Elizabeth's, all members of staff are made aware of the principles for a professional Code of Conduct in an Early Years Setting, which complies with all the requirements set out in the Safeguarding and Child Protection Policy.

1. Establishing and maintaining relationships with children their parents and carers.

Focus on identifying behaviour that would prompt misconduct, gross misconduct and disciplinary procedures being evoked, for example the following:

- No inappropriate, unprofessional relationships, including sexual relationships, with students, parents and carers.
- **No babysitting** of children with whom one has a professional relationship
- Take the utmost care with personal friendships with parents and carers.
- Social networking (Facebook/Twitter) -staff should be very cautious when using Facebook or social media to ensure that no harm can be caused to themselves or the Nursery by postings or images online staff.
- Favouritism – always treat children and parents with equal respect and friendliness.
- Be aware of equal opportunities issues around gender, ethnicity, culture, religion bias
- Business connections – these must be disclosed to the Nursery Management Committee.
- Use of physical contact – take care that this could not be misconstrued.
- Misuse of professional power

2. Team working –identify what is expected of the staff when working in a professional manner with children, parents and carers and each other in the areas of:

- Physical contact
- Language
- Respect for each other
- Emotional competence of staff (avoid playing the Drama Queen, or the victim)
- Information sharing
- Confidentiality
- Gossiping
- Performance management
- Whole team meetings
- Professional confidence
- 'Whistle blowing' policy
- Induction procedures.

3. Personal presentation, attitudes and behaviour- agreed standards in regard to the following are to be maintained in setting:

- Personal hygiene
- Dress code – no jeans, low cut tops, mini-skirts or micro shorts. No visible underwear.
- Smoking – banned on the whole Nursery site. Never come into nursery smelling of smoke or alcohol
- Attitudes towards children’s rights
- Anti-discriminatory practice
- Cultural beliefs
- Professional reputation
- Mobiles and cameras. **Mobile phones must be switched off in the Nursery.** Only nursery cameras may be used to photograph children for their educational records.

Policy dated June 2025