

# Young Parents Centre

## CODE OF CONDUCT FOR STAFF - Nursery



At Maple Medical PRU we believe in creating a whole school culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out eleven key principles for the creation and maintenance of a safe nursery culture. When referring to pupils we mean the young mothers of the babies

### Objectives of a safe school culture:

- To safeguard pupils and babies and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

### Our Code of Conduct

- 1. All staff are expected to follow the nursery's policies: including behaviour; antibullying; anti-racism in all interactions in school.**

Pupils and staff are expected to work together to build a nursery whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness is called for this should be exercised calmly, and staff should avoid shouting at pupils or babies unless there is a Health and Safety risk. The nursery behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing behaviour, they should discuss this matter with their line manager at the earliest opportunity.

- 2. All staff should be aware of what physical contact with babies is appropriate**

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. However, adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

**3. All staff are expected to treat each other with respect**

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

**4. All staff should treat resources responsibly, and exercise due financial care**

All staff have a responsibility to look after the resources of the nursery. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the nursery premises. All money handled should be clearly labelled. Staff handling money frequently need to be aware of the Council's guidelines for handling money, and are expected to follow these. VAT receipts should be provided for items bought for nursery use.

**5. All staff are expected to behave professionally and exercise confidentiality**

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. Staff who are responsible for managing/delegating tasks to other staff should be mindful of appropriate relationships and workload issues. All absence should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard.

Staff are aware of the need to adhere to National Guidelines governing the use of Internet Gaming and Chat sites, to avoid interaction with school age mums, past or present, and understand the importance of maintaining professionalism on Social Networking sites, where all information is potentially in the public domain and young mums or grandparents may gain access to information and comments posted.

All staff are expected to be role models and to adhere to all related nursery policies such as no smoking, health and safety, e safety etc.

**6. Staff should seek to establish a good and open relationship with parents**

Staff should aim to create a welcoming and open relationship with parents and grandparents. All parental concerns should be treated seriously and dealt with promptly.

**7. All staff need to be aware of the policy and procedures for Child Protection**

It is essential that all staff have regular training in Child Protection issues, and know the procedures for dealing with and reporting concerns. All staff should read at least part 1 of the Keeping Children Safe in Education 2016 document.

**8. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.**

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive nursery environment.

**9. All staff need to be aware of how to record/report concerns (“whistleblowing”).**

Where staff have any concerns about another member of staff, these should be reported immediately to the Nursery Manager. Where the concern is about the Nursery Manager, it should be reported to the Chair of Management Committee. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

**10. All staff should take care of their physical and mental wellbeing**

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

**11. All staff should have access to counselling and support**

Staff needing support are encouraged to discuss issues and concerns with the nursery manager in confidence. Support can be provided both internally (e.g. through the provision of a mentor), or externally through Health and Wellbeing. Trades Unions also provide help, support and advice for their members, and membership of a trades union is strongly encouraged.

**Conclusion**

By adhering to this code of conduct staff be assured they are playing their part in safeguarding pupils and babies and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

Drawn up: June 2017

I agree with the Young parents Centre Nursery Code of Conduct

Signed ..... Name (please print) .....

Date .....