Sticky Fingers Pre-School

Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

Staff Code of Conduct

Purpose

The conduct, behaviour and practice of all staff at Sticky Fingers Pre-School will have an impact on the development of children in our care, as well as an effect on the working relationships of colleagues and reputation of the setting in the community. The aim of this code is to guide the everyday judgements and actions of staff, providing clear guidance on what is acceptable conduct and what is not. It is important that staff demonstrate a high level of conduct as a role model to the children, encouraging them to do the same.

This policy should read in conjunction with:

- Your job description
- Your contract of employment
- All setting policies and procedures including the setting grievance procedures and the disciplinary rules and procedures policy

Roles and Responsibilities

The Manager and Chairperson are responsible for ensuring all staff are made aware of, and adhere to, the Code of Conduct and for providing support and encouragement to ensure staff maintain the highest standards of integrity, honesty, accountability and openness.

All staff are responsible for reading and adhering to the Code of Conduct, and for reflecting on their own conduct and practice and ensuring they meet the standards required of them.

Breaches of the Code of Conduct may result in disciplinary action being taken. Serious breaches may result in dismissal from employment.

General

All staff are expected to apply the values of the Pre-School in their conduct at work, demonstrating honesty and integrity at all times. In general terms, the Pre-School expects that the conduct of its employees is such that no justifiable complaint can be made by parents, pupils, colleagues, other bodies or agencies or members of the community in relation to conduct and behaviour of staff. Any complaints about inappropriate conduct will be dealt with fairly and reasonably, using the agreed procedures.

All employees are expected to use their professional expertise and judgement to put the wellbeing, development and progress of children and staff first, within the context of their role.

All individuals associated with the Pre-School have the right to be treated with respect and dignity; therefore, all employees are expected to treat colleagues, children, parents and other bodies or agencies or members of the community with dignity and respect. Staff should aim to speak to children and parents in a positive manner using age appropriate language. Swearing will not be tolerated.

All employees are expected to obey the law relating to their work and general conduct. Where an employee breaks the law outside of working time and the offence is one that could damage public confidence or has a direct effect on work, the employee may be subject to the disciplinary procedures.

Employees are required to adhere to all health and safety policies.

The Pre-School operates a 'no smoking' policy and smoking is not allowed within the Pre-School or school grounds. This includes e-cigarettes.

Where an employee is taking prescribed drugs, he/she should inform the Manager where this may affect behaviour and/or performance at work.

Alcohol should not be consumed whilst at work. Staff should not come to work under the influence of alcohol or suffering the effects of the immediate effects of alcohol: this could impair your ability to perform their role to the expected standards.

The possession, use or distribution of drugs for non-medical purposes on the premises sites is strictly forbidden. Any member of staff who is found to be intoxicated at work will face disciplinary action under the disciplinary procedure.

It is good practice for employees to inform the Manager if they are suffering from a medical condition or have personal circumstances that may adversely affect performance at work. They should however make every effort to remain as professional as possible whilst at work so personal situations to not inhibit their work or working relations.

Confidentiality

Confidential information must not be disclosed to anyone who does not have a right to know. Paper-based and electronic information must be stored securely and confidentially with access limited to those who have a right to view it.

Employees must not disclose to unnecessary parties any information which is confidential or that, if it were made public, may lead to a breakdown in the trust and confidence of the Pre-School in the community. Including:

- Discussing individual incidents, behaviour or information of children in front of parents/carers and other children.
- Discussing confidential matters about children or parents/careers or staff with other parents/carers.
- Disclosing any information from Pre-School to any others including friends and family.

It may be necessary on occasion to discuss confidential information with colleagues. Where this is the case, the discussions must take place in private.

Staff must ensure they only pass sensitive information, in written or oral form, to relevant people.

Employees must not disclose any information about the Pre-School/children/parents to the press or other media unless expressly authorised to do so by the Manager or Chairperson.

Employees must not disclose information about the Pre-School or its children on social networking sites or such similar sites. Employees should consider the information that they include on these sites and how the information may impact on the Pre-School and its reputation.

Employees should not put confidential or sensitive information on memory sticks which have not been encrypted to ensure confidential information can't be accessed should the stick be lost or misplaced.

Dress and Presentation

The Pre-School will provide staff with a top with the setting logo. Staff should wear this top with comfortable black trousers or skirt or shorts and sensible flat shoes.

Staff should wear clothing which is;

- Comfortable.
- Appropriate to their role and allows free movement.
- Is not likely to be viewed as offensive, revealing or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans and is not considered to be discriminatory and is culturally sensitive.

Staff should ensure hands and nails are kept clean and long hair is tied back.

Jewellery should be minimal to avoid safety implications.

Safeguarding (see also Child Protection Policy)

All employees are responsible for following and adhering to the Pre-School's child protection and safeguarding policies and procedures.

All employees are expected to use the appropriate channels, as set out in the relevant procedures, to raise concerns about the practice of others if there is suspicion that their conduct has a negative impact on learning or causes harm to children.

Employees must inform the Committee Chairperson or Manager as soon as reasonably practicable if they are subject to a criminal investigation or have received a conviction, caution or have been banned from working with children.

Relationships with parents and carers

All employees should strive to establish a professional and productive relationships with parents and carers at all times.

The relationship with parents and carers must not become overly familiar such that it clouds the impartiality of your judgement and action. Whilst there is always the possibility of a member of staff having a close relationship with a parent or carer outside of the setting, we must avoid any conflict of interest or undue favouring of a child. Parents should be encouraged to follow the correct channel if they wish to discuss matters about their child and the Pre-School, and staff should also follow these channels when talking about a child Pre-School matters.

Employees should provide parents and carers with accessible and accurate information about their child in an honest, open and friendly manner; involving parents and carers in important decisions about their child's care; considering parents and carer's views and perspectives and following the Pre-School's policies on communication and involvement with parents and carers.

Where an interaction with a parent or carer becomes aggressive or offensive, the interaction should be ended politely and firmly, with assistance summoned where required. Risk assessments should be undertaken prior to any contact with parents/carers where aggression or violence is anticipated, and the appropriate lone working procedures must be instigated.

Relationships with colleagues

Employees and colleagues should strive to maintain co-operative and effective working relationships with each other. At all times relationships should be courteous, reasonable and fair.

Bullying will not be tolerated at the Pre-School and staff should inform the Manager or Chairperson if they feel themselves or another member of staff is being bullied by another member of other staff. Bullying is defined

as unpleasant behaviour, whether it being words or actions, which are unfair and repetitive. Staff are reminded not to exacerbate a bullying situation otherwise they could also be disciplined for misconduct.

Employees should carry out all reasonable and lawful instructions given by those in authority to the best of their ability.

The Manager and Deputy Manager should exercise any leadership and management responsibilities in a respectful, inclusive and fair way, and in accordance with the settings policies, contractual obligations and national standards.

The Manager should undertake regular appraisals and should provide honest, accurate and justifiable comments when providing feedback, and encourage staff to undertake training and development opportunities, within the context of the Pre-School needs and budget.

The Manager must ensure staff are aware of, and have access to, the relevant policies and procedures which affect their work.

Working as part of a team

Employees should endeavour to develop positive, productive and supportive relationships with all Pre-School colleagues, treating each other with respect.

Employees should uphold all Pre-School policies and procedures and raise any concerns about the life or running of the Pre-School in an appropriate and responsible way.

Employees should recognise the important role of the Pre-School in the life of the community and take responsibility for upholding its reputation and building trust and confidence in it.

Employees should cooperate with other professionals in the children's workforce, establishing effective and productive relationships with other professional colleagues.

Employees should always ensure they act within their sphere of their own competence and responsibilities and seek clarification where this is needed.

Attendance, timekeeping and appointments

Employees are required to comply with the rules relating to notification of absence set out in their job description.

Staff should ensure they arrive at work promptly and are ready to start work at their contracted starting times. They are also required to remain at work until their contracted finishing times.

Where possible, staff should make medical appointments outside of working hours. Where this is not an option, every effort should be made to gain appointments at the beginning or end of a shift.

Respect for diversity and promoting equality

All employees must act appropriately towards all children and young people, parents, carers and colleagues, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief.

Employees must take responsibility for understanding and complying with the setting's policies relating to equality of opportunity, inclusion, access and bullying.

Employees should strive to address discrimination, bullying or stereotyping, or seek assistance from the Manager where issues are identified.

Personal interests

Off-duty hours are generally the personal concern of the employee, though employees must not engage in any outside activity that may conflict with the interests of the Pre-School or could damage the confidence of the community in the Pre-School/role of the employee.

Other employment

Employees may take up additional employment without consent providing the employment does not conflict with the interests of the Pre-School or in any way weaken the confidence of the community in the individual or Pre-School.

This Code of Conduct does not cover every eventuality. Advice should be sought for clarification where necessary.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton