

# Little Dragons Pre-School and Clubs

## Staff Code of Conduct including social media



### Policy statement

At Little Dragons Pre- School we recognise that the welfare of the child is paramount.

#### *Key commitment*

Little Dragons Pre-School is committed to building a 'culture of safety' in which children, staff and parents are protected from abuse and harm in all areas of its service delivery.

### Procedures:

- Staff must adhere to all the setting's policies and procedures at all times.
- Staff must follow the procedures and guidelines as set out in the employee handbook.
- Staff must abide by the settings confidentiality and information sharing policies and are to only share information appropriately and on a need to know basis.
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.

Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Pre-school Manager.

- Staff must wear the uniform provided.
- Staff must wear sensible non-slip shoes whilst on duty.
- Staff may only wear watches, important rings, necklaces for religious purposes and studded earrings.
- Staff are asked to not wear false/painted nails as this conflicts with food and hygiene regulations.
- Staff are requested to wear long hair tied back when working with the children.
- Staff must inform the Manager of sickness or un-availability the night before their session or before 07:30am where possible.

- Staff must make sure they are ready to start work at the beginning of their shift.
- Staff must not smoke on or around the premises.
- Staff must not consume or be under the influence of drink during their hours of work.
- Staff must not show favouritism.
- Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks.
- Staff maybe required to stay for short periods of time after their shift has finished, this may be treated as overtime.
- Staff are required to inform the settings Manager or Deputy Manager when taking regular medicine and of any possible side effects which may prevent the member of staff from carrying out your duties.
- Staff are required to keep their medication in the kitchen cupboard in the staff medication box.
- Staff are responsible for nurturing and educating young children as well as providing information and support to parents.
- Staff should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues.
- Staff have a responsibility to understand and adhere to current legislation and guidance that supports their role.

### **Safeguarding:**

- Staff have a responsibility to contribute to the settings responsibility to protect children and encourage a 'safer working culture' (see Safeguarding policy.)
- Staff have a duty to report their concerns regarding the pre-school Manager or other senior staff members and follow the settings Whistleblowing Policy.
- Staff are required to inform the manager or deputy manager of any safeguarding issues which may occur at their home, any allegations made against themselves or any member of their family living with them.
- Staff must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour.

- Staff must be aware of child to staff ratios at all times and make sure these ratios are met.
- Staff must wear protective gloves and aprons when dealing with bodily fluids, dispose of nappies etc in the appropriate manner (place in a bag and then put in the appropriate refuse bin).
- Staff are required to always inform a colleague when leaving to change a child's nappy or clothing and are asked to follow the settings Nappy changing policy.
- Staff are required to follow the safeguarding-child protection policy at all times and should report any safeguarding concerns or breaches to the designated person in the setting immediately .
- Staff are responsible for opening and closing the main door to the pre-school and are required to ask for ID/Password where necessary, all visitors are required to sign in.
- Staff will release children into the care of their parents/carers and a register of collection should be signed. Should an unknown person arrive to collect a child the password will be checked along with the collection book and a call to the parent/carer if deemed necessary by the member of staff on duty.
- Staff are not permitted to use their mobile phones to access emails related to pre-school when out in public.
- Staff are required to create a staff work email address should one not be available to them. This is used to contact the setting and key children's parents. Once the member of staff leaves the setting they are asked to delete the account immediately or if they have a responsibility for example SENCO 4 weeks after date of leaving.

### **Social Media:**

- Staff are to adhere to our Online/E safety policy at all times.
- Staff are not permitted to use setting equipment to access personal emails unless they are work related or permission has been sought from the manager.
- Staff should send any work related personal information by encrypted email and share information securely at all times.
- Generally employees are asked not to engage with parents or families by adding them to their own social media personal profiles as the relationship with parents should be purely professional. However, there are obviously instances where parents or others may already be "friends" on Facebook or

Twitter from previous friendships or as relatives of a staff member. In this instance staff are kindly requested just to declare this and continue to respect the “No Childcare Chat” rule.

- In the event that staff name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children and staff, both past and present, on any social networking site. Staff observe confidentiality and refrain from discussing any issues relating to work outside of the setting at any time.

### **Use and/or distribution of inappropriate images**

- Staff are aware that it is an offence to distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately, the Safeguarding Children and Child Protection policy, in relation to allegations against staff and/or responding to suspicions of abuse, is followed.
- Staff are aware that grooming children and young people on line is an offence in its own right and concerns about a colleague’s or others’ behaviour are reported (as above).
- It is the responsibility of the pre-school manager to approve photographs for pre-school on displays and for marketing purposes.

This policy was adopted by	Little Dragons Pre-School	<i>(name of provider)</i>
On	November 2017	<i>(date)</i>
Date to be reviewed	November 2018	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Rob Lord	
Role of signatory (e.g. chair, director or owner)	Chairperson	

### **Relevant telephone numbers:**

- **LADO: 0300 139 797**
- **Ofsted:0300 123 1231**

We trust that as staff of Little Dragons Preschool you will assist our pre- school with the implementation of this policy and thank you for your continued support.

Our designated person who co-ordinates the staff behaviour policy issues are:

Karen Montgomery (Manager)

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Our designated officer who oversees this work is:

Rob Lord

I have read and agree to the above Staff Code of Conduct Policy as an employed member of Little Dragons pre-school staff

Name:.....

Position:.....

Signature:.....

Date:.....

Please return this slip to Karen Montgomery by Thursday 9th March 2017

**Relevant telephone numbers:**

- **LADO:01245 436744**
- **Ofsted:0300 123 1231**