



Code of Conduct Policy

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Reviewed

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Social Networking Policy

Lilly Brook Pre-School realises social networking has now become an integral part of everyday life and many people enjoy membership of social network sites such as Face book or Twitter. However, we are also well aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

The following policy has been designed to give Parents/staff clear guidelines as to what Lilly Brook Pre-School expect of our staff when accessing these sites. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

It is important staff ensure proper practice when using the internet including social networking sites. This is to protect the children, parents and other staff in the Pre-School. It is also to guard the Pre-School and your personal reputation.

Lilly Brook Pre–School policy states staff members are allowed to use social networking sites as long as they follow these guidelines regarding the impact social networking has on the Pre-School. Failure to comply with the above is an invasion of privacy and may infringe Confidentiality Policy.

Breach of confidentiality

Breach of confidentiality will result in disciplinary action and may result in the termination of your contract. When using social networking sites staff/committee members should give due regard to the following:

1. You should not post you work for Lilly Brook Pre-School or Lilly Brook Childcare LTD.
2. You should not post your job position within the company
3. Information published on your blog(s) should comply with Lily Brook Pre-school Confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums and social networking sites.
4. Always be respectful to The Pre-School, other staff members, parents, relatives, Children, Partners and Competitors.
5. Staff should be aware any disrespectful comments to the above may be seen as libelous and could be subject to disciplinary action and dismissal.
6. Social media activities should not interfere with work commitments.
7. Always remember in or out of working hours you are an ambassador for Lilly Brook Pre-School, your online presence reflects on the setting. Be aware your actions captured via images, posts or comments can reflect on our setting and children.
8. Pre-School Logos and trademarks may not be used without written consent.
9. Any Employee, who becomes aware of social networking activity that would be deemed distasteful, should make their manager/owner aware.
10. All staff shall adhere to the above; breech of this policy may result in disciplinary action.



11. Staff must not publicly mention any of the children from the Pre-School on their online profiles.
12. Staff must avoid writing indirect suggestive comments about the Pre-School on their social networking sites e.g. "I've had a bad day at work";
13. Staff must not publish photos of the children on their online profiles.
14. Staff must not publish photos of other staff in the Pre-School on their online profiles.
15. Staff must not publicly write anything about other staff members on their social networking sites.
16. Staff must not use their mobile phones to take photos or go on social networking sites whilst in the Pre-School.
17. Staff must not mention any of the companies that Pre-School works with on their social networking site.
18. In order to maintain professional boundaries staff should not accept personal invitations to be friends from parents or carers that use the Pre-School unless they know them in a personal capacity.
19. Staff members are advised to set their online profiles as private so that only friends are able to see their information. This can help to prevent any accidental breaches of this policy. Please be aware that serious breach of the Social Networking policy could result in disciplinary action.

Code of Conduct

The Pre-School recognizes its responsibility to safeguard the children in its care at all times and the key role of the staff in implementing this responsibility.

The conduct of staff must be exemplary and above reproach and encompasses the following.

1. Staff at all times must act in a professional, polite and appropriate manner in regard to actions, behavior, attitude, speech and lifestyle befitting their position of trust and responsibility in the care and development of the children in their charge and their position within a team.
2. Staff must be familiar with and adhere to the Pre-School's policies. Staff must present themselves in a clean, smart and appropriately dressed manner at all times when at the Pre-School. Staff will be provided with some required uniform- this will need to be looked after and kept clean at all times.
3. Staff must attend for work in a condition to carry out their duties in a fully competent, safe and stable manner free from the influence of drugs, alcohol, physical/emotional/ mental health needs or a preoccupation with personal life.
4. Staff must maintain a professional relationship with parents and guardians, the children in the care of the Pre School and their colleagues.



5. Each member of staff must recognise Parents and Guardians need feedback regarding their children and this must be given in an open, honest and friendly manner but that the relationship with parents and guardians must not become overly familiar such that it clouds the impartiality of their judgement and action.
6. The member of staff should avoid romantic or sexual relationships with parents or guardians outside of the pre-school to avoid any conflict of interest or undue favouring of a child. Where such a relationship arise the member of staff should immediately inform the Manager to discuss the action to be taken. Where a member of staff finds that they have a prior close relationship to a child in the Pre-school through such means as a family relationship or close friendship then the Manager must be made aware at your earliest opportunity.

Whistle blowing

Lilly Brook Pre-School aims to ensure that your child is cared for correctly and that you are confident in our ability to keep your child/ren safe. It is therefore vital that we have a transparent culture within our setting where everyone feels able to raise any concerns they may have.

If a parent/assistant has any concerns regarding the way children are being cared for, concerns regarding the practice of the manager or any other member of staff then they must report them in the first instance to the Manager.

All concerns raised will be taken seriously and fully investigated.

If a parent/assistant feels unable to discuss the matter with the setting manager then they should refer the matter to the Directors and then Ofsted if they feel the matter is not being addressed.

Parents are encouraged to discuss any concerns they may have regarding their child's care with the manager/Directors of Lilly Brook Pre-School. Please see Parents complaint policy. Staff should avoid any conflict of interest or risk of undue favouring of the child. Each member of staff has a responsibility to report to the Manager any concerns they have regarding activities in the pre-school which they feel may be jeopardising the care of a child or the reputation of the Pre-School.

This may on occasions necessitate acting as a 'whistleblower' regarding the behavior or actions of other members of staff.

Such reports will be treated in the strictest confidence and discussed between the member of staff and the Manager in an open and constructive manner. The above does not conflict with the member of staff's responsibility to maintain confidentiality of the personal information regarding the children within the pre-school and their Parents and Guardians with which the Pre-School has been entrusted or becomes aware.



Such information must not be disclosed to others outside the [re-school or to other Parents or Guardians or, above that necessary for the care of the children, to other members of staff.

Staff are to ensure that if they have concerns or questions regarding the operation of the Pre School they must be discussed with the manager. Staff must not gossip with colleagues or spread malicious gossip on social networking sites.

Staff must understand when entering and leaving the workplace or whilst in uniform, you represent the Lilly Brook company and should behave in a courteous and respectful manner. Staff must understand the need for confidentiality and awareness of the company in which we discuss potentially sensitive matters.

Any member of staff who becomes aware of any action they have taken or circumstances they find themselves in which could affect their ability to carry out their duties or bring the Pre-School into adverse repute must report such matter to the Manager or Deputy Manager immediately.

Any member of staff found in breach of this policy may be subject to disciplinary action by the pre-school.

Smoking

No smoking is permitted on the premises.

Aims

Our Policy is to ensure no child is exposed to the harmful effects of smoking whilst in the care of the Pre-School.

To prevent fire hazards

Objectives

To provide the children with a safe smoke-free environment during their pre-school session.

Operating Policy

There is a strict no smoking policy by any member of staff whilst in the pre-school grounds.

It is against the law to smoke on the premises.

There is a 'no smoking' notice displayed in the entrance hall.

All cigarettes, matches and lighters are to be kept out of sight and inaccessible to children.

Staff are not to smoke whilst in uniform both on or off the premises. Staff in uniform represents the company. Therefore, any breach of this policy will be referred to disciplinary procedures.

Staff are advised if they wish to smoke they should be in their own clothes to avoid cross contamination issues and maintain the reputation of the company



Mobile phones

Best practice guidelines in relation to use of mobile phones and digital equipment.

Staff mobile phones should not be carried on the person within the pre-school rooms; they should be stored at staff table in box supplied.

The pre-school telephone number should be used as the main point of contact for staff in an emergency.

The use of mobile phones being carried on a person or used in the pre-school room will result in a disciplinary procedure.

Guiding principles

- The welfare of the child is paramount.
- All staff are responsible to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
- Staff who work with children are responsible for their own actions and behaviour in and out of work and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.
- All staff must recognize and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding.
- Early years practitioners are responsible for nurturing and educating young children as well as providing information and support to parents.
- Early years practitioners should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues.
- Early years workers have a responsibility to understand and adhere to current legislation and guidance that supports their role.



- All staff have a responsibility to contribute to the settings responsibility to protect children and encourage a 'safer working culture'.