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**STAFF CODE OF CONDUCT POLICY**

**Rationale**

Our Staff Code of Conduct Policy is set to reflect the principles that Britain is a multi-ethnic society operating in a wider context of an interdependent world. It sets out to assist in the maintain of the principle that staff who work at the Nursery will form role models for the children with whom they come into contact with. As such, this policy forms part of a whole-nursery approach to good behaviour and discipline which aims to promote the good behaviour necessary for effective learning to take place. It should be read in conjunction with the other policies of the Nursery.

**Purposes**

 To promote equality of opportunity so that all staff and children treat each other with respect and in a caring way.

 To promote good relationships between members of different racial, cultural and religious groups and communities.

 To eliminate unlawful discrimination.

 To set a standard that all staff can adhere to.

**Broad Guidelines**

 A caring and sensible approach to relationships with others is fundamental to the relationship of staff and children as well as the development of all our children into responsible members of society.

**Code of Conduct for all Staff**

At Highters Heath Nursery all adults in our community of learning adhere to the following statements:

 **DEMOCRACY:** Everyone has a voice and a say in what we do and how we do it.

 **MUTUAL RESPECT:** We admire and acknowledge everyone’s abilities, qualities and achievements.

 **LIBERTY**: We have the freedom to make our own choices.

 **TOLERANCE**: We accept that everyone has the right to their own views and opinions.

 **RULE OF LAW**: We have community rules and practices which keeps our learning community safe and a code of conduct for all adults working within our service.

 Staff and children are actively encouraged not to tolerate any form of discrimination and should be prepared to respond in a positive way to any incidents that they witness. Incidents should be reported where a member of staff witness an incident.

 All staff are responsible for implementing this policy and should be aware of their responsibility to act appropriately in any case of unlawful discrimination or incident that may occur. It is also made clear to all children that all members of staff will help if there are any problems.

 All staff are, at all times, expected to set an example to children. As such, staff are expected to use appropriate language, which does not include the use of swearing or vulgarities at any time.

 They should not generally shout at children nor should they ridicule children in front of other children.

 Staff should set an example to the children in the way they dress. They should be appropriately dressed for work with clothing that are not sexually provocative or those displaying any inappropriate text or images and shoes that do not constitute a health and safety risk around a busy and large site.

 Punctuality is the key to the running of a Nursery such as Highters Heath Nursery and children and staff are expected to attend sessions on time. Staff should be ready to receive children at the correct start and end times for sessions.

 With the knowledge now available regarding passive and active smoking the Council and Nursery have banned smoking form all Authority buildings including Highters Heath Nursery, therefore, smoking is not permitted on the Nursery site or in the company of children at all times, i.e. trips out etc.

 Body piercing is generally discouraged for all. The bringing of valuable jewellery to the site is also discouraged as the Nursery cannot accept responsibility for personal property belong to a member of staff.

 The Nursery will provide staff members, where practicable, access to enable them to operate equipment as necessary to enable the efficient operation of their role. This will include the loan of a computer and access to the Nuseries network and the internet. Any items belonging to the Nursery must remain available to be used by staff in the Nursery, as necessary, as well as helping children to gain from their learning experience. Staff will be responsible for the safekeeping of equipment loaned to them by the Nursery. The Nursery cannot pay Internet access charges from the staff member’s home base.

 Staff should not use their mobile phones whilst in the Nursery and should not make or receive telephone calls at any time that they are supposed to be supervising children, unless it is an emergency situation or is arranged prior with their Line Manager.

 Good supervision is expected from all staff at all times.

 Staff are encouraged to promote positive behaviour and to provide support for children with difficulties.

 It is made clear to all students and staff that when inappropriate behaviour is identified specific sanctions will follow. Incidents of inequality will be dealt with clearly, firmly, and promptly.

**Aims**

 Every child and staff member should have the opportunities to achieve the highest possible standards.

 Every child and member of staff should be helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.

 Every child and member of staff should develop the knowledge, understandings and skills that they need in order to participate in Britain’s multi-ethnic society, and in the wider context of an interdependent world.

**Conclusions**

Highters Heath Nursery, as a Nursery catering for children ranging from birth to 5 years of age and from a wide variety of backgrounds, has a responsibility to ensure that all its children thrive in a safe and caring community.

The example set by staff in their behaviour, demeanour and manner can distinctly affect the individuals’ learning and working conditions.

***Reviewed and Ratified by Governing Body on Thursday 6th April 2017***

***Signed by Chair of Governors – Phil Styles Dated 6/4/2017***