

Staff Code of Conduct Policy

Lincolnshire Educational Support expects all members of staff to follow our **Staff Behaviour Policy**, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Lincolnshire Educational Support staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Lincolnshire Educational Support staff also have a responsibility to maintain their reputation and the reputation of the Lincolnshire Educational Support, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for Lincolnshire Educational Support and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending Lincolnshire Educational Support (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with Lincolnshire Educational Support's **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at Lincolnshire Educational Support. If any member of staff exhibits such behaviour they will be subject to Lincolnshire Educational Support's disciplinary procedures.

For more details see our **Aggressive Behaviour policy** and **Staff Disciplinary policy**.

Dress code

Whilst working at Lincolnshire Educational Support staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account professional suitability, cultural sensitivities, comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty all staff should wear the approved name badge at all times.

Confidentiality and social media

Staff must not pass on any information about children attending Lincolnshire Educational Support sessions, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the Lincolnshire Educational Support Sessions, the press, etc.)

Posting any material relating to the Lincolnshire Educational Support sessions or its users on social media sites (unless *expressly* permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

See our **Data Protection policy**, **Social Media policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

Use of mobile phones and cameras

Staff personal mobile phones must be kept on their person or in a secure cupboard during working hours. Not left unattended.

If a member of staff needs to make an urgent personal call, they can use a Lincolnshire Educational Support phone or make a personal call from their mobile in the kitchen or front lobby.

If a member of staff has a family emergency or similar concerns and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager or Deputy.

Photographs and images may only be taking using the Lincolnshire Educational Support equipment, except with the express permission of the Manager.

Staff must **never** use their personal mobile phones or cameras to take photographs at Lincolnshire Educational Support during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.

See our **Mobile Phone policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on Lincolnshire Educational Support premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto Lincolnshire Educational Support premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately.

Any prescribed medication needed by a staff member whilst at Lincolnshire Educational Support, must be stored safely in an area out of reach and sight of the children attending Lincolnshire Educational Support.

See our **Smoking, Alcohol and Drugs policy** for more details.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our **Staff Disciplinary policy**.

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| This policy was adopted by Lincolnshire Educational Support | Date: 01/09/2023 |
| To be reviewed: 01/08/2024 | Signed: Charles Price |
| Date Last Reviewed: 01/09/2023 | |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child Protection [3.4-3.8], Suitable people [3.11, 3.13, 3.19] and Disqualification [3.14-3.16], Safety and suitability of premises, environment and equipment [3.56], Information and records [3.70]*