

Code of Conduct for all Adults associated with Rainbow Early Years

Introduction

The public are entitled to have trust and confidence in the integrity of Rainbow Early Years (REY) and all persons that use the group. The conduct of all adults who are associated with the group must therefore be of the highest standard. Confidence in the integrity of people working within the group can be shaken by suspicion, however unfounded, that they could be influenced by improper motives. This Code of Conduct has therefore been prepared to achieve these aims:-

- To inform adults of the statutory, national and local obligations which govern conduct as an employee/volunteer of REY.
- To help all adults on issues of Conduct by providing a framework of guidelines.

We require that all adults working with REY read and follow the Code. Please sign the attached form to indicate that you are aware of the contents of the Code and agree to abide by them and return it to the Manager. If any points are unclear or you are not sure of the appropriate action to take in a specific situation, please speak to the Manager.

Please note that the term 'adult' refers to any member of staff working at REY in a paid, voluntary or student capacity.

Code of Conduct

General for all workers paid and unpaid

- Never use, or threaten to use, any kind of physical punishment or chastisement such as smacking or hitting. This includes shouting at children and other adults too.
- You must not be under the influence of unprescribed drugs or alcohol when working at Rainbow Early Years or smoke on the premises or anywhere near the School entrances or grounds. Rainbow Early Years has a No Smoking policy.

- Do not use any racist, sexist, homophobic, other discriminatory language or offensive language.
- Buying presents/gifts for a child who attends Rainbow Early Years is NOT sanctioned. The exception to this is the purchase and giving of a small gift for a birthday/Christmas present which is given to each child from the whole group. Conversely you should not accept gifts yourself other than small tokens for appropriate celebrations e.g. thank you gifts and these should be mentioned to the Manager.
- You should never invite a child to your home or arrange to see them outside the group.
- Avoid giving a child a lift in your car, unless the Manager has requested you to do so as part of an emergency.
- You must not engage in any sexual activity, including sexualized language, with any child/young person you meet through your duties with the group or start a personal relationship. This would be an abuse of trust.
- Only Staff who have DBS clearance can assist any child with their toileting needs, including changing nappies. The child has the right to choose which member of Staff assists them, or refuse to be changed.
- When nappy changing the adult needs to ask permission from the child to do so (they may be more comfortable with a specific staff member initially).
- Students and volunteers are not expected to change nappies. Apprentices may be asked to change children's clothes or nappies when the Manager is confident in their practice. Please adhere to the Nappy Changing Procedure displayed in the adult toilet/changing area.
- All adults should be aware of the potential for misunderstanding when touching a child. Touching should be appropriate to the situation and follow our Child Protection Policy. Consoling a child who is upset, administering first aid or supporting a child with an activity is acceptable and necessary behaviour.
- Physical contact should be open and initiated by the child's needs, e.g. a hug when upset, help with toileting, etc. Always prompt the child to carry out personal care by themselves and if they cannot manage ask if they would like help. Similarly with application of Sun Lotion.
- When changing nappies or a child's clothes staff keep the door ajar to ensure children's privacy but also to allow children the security of knowing they are not shut in. The Manager may perform spot checks

- to ensure Health and Safety procedures and Safeguarding policies are being adhered as part of supervision process.
- Do listen to the children and take every opportunity to raise their self esteem.
 - Work as a team, agreeing on what behaviour is acceptable and the strategies to be used if a child demonstrates inappropriate behaviour (see Behaviour Management Policy). Therefore ensuring everyone is consistent in their approach.
 - When speaking to a child about their behaviour, ensure that you challenge what they did and not who they are.
 - Ensure that you have read and understood our Safeguarding Children Policy; if you have any questions/queries about this speak to the Manager or Assistant Manager as soon as practically possible.
 - If necessary do seek advice and support from your colleagues.
 - Be clear with anyone who is disclosing any matter concerning the safety of a child that you cannot guarantee to keep this information to yourself and may need to share it with the Manager. Our setting uses the TED approach to listening to children. (T = Tell me what happened. E = Explain or D = Describe).
 - Do seek and attend any training such as First Aid that is available as requested by the Manager.
 - Never let allegation, made by anyone, go unacknowledged, unresolved or not acted upon. Talk to the Manager of the group.
 - Personal use of mobile phones during the groups opening hours should be restricted to emergencies only; this includes the sending and receiving of text messages (mobiles should be kept stored in the specified cupboard and only used at break times in a private space). At no time should mobile phones be used in the play environment.
 - Staff are NOT allowed to wear Smart Watches in our setting.
 - Be extremely cautious using Social networking such as Facebook. Please restrict the amount of personal information you disclose about yourself and REY. DO NOT make available any information that could be traced back to a child who attends/has attended in the past. This could be a disciplinary offence. This includes having awareness of your professional role at preschool. Do not post inappropriate material that will jeopardise the reputation of the setting or yourself. This could be seen as a disciplinary offence.

- Only REY cameras and tablet computers are to be used for observations and under no circumstance used for personal use.

For paid employees

- Your off duty hours are your own concern. It is important to remember never to put yourself in a position where your duty to the group and your private interests conflict.
- You are expected to abide by all the Policies written for the group, do not let your own personal or political opinions interfere with the smooth running of the group.
- Confidential information disclosed to the group must not be disclosed to any person not authorised to receive it. Breaching this policy could be considered a disciplinary offence as well as a breach of GDPR.
- Tablet computers that are the property of REY should only be used for ILD work or research on the internet for children's interest. It should never be used for personal use at work or home or by other members of your family (See separate Tablet computer policy).
- If you have another job it must not conflict with the groups interests or bring the group into disrepute. Your work commitments to another employer must not interfere with your role in the group.
- Whilst on duty you should be working, the groups property and facilities may only be used for official purpose unless permission for their private use has been granted from the Manager.
- By signing a contract and agreeing to the terms and conditions you automatically assume a 'Duty of Care' for the children at the group. This is at a higher level than students or volunteers working alongside paid Practitioners.
- You are responsible for ensuring that the organised ratio is maintained throughout the session. Do not arrange phone calls, meetings with parents etc. that will take you out of the play room unless there are enough adults to maintain a ratio of 1:8 3/4 year olds and 1:4 2 year olds.
- You must be able to account for any money or property which you are given responsibility for in the course of your work.
- Timekeeping; staff must maintain professional standards of work by always being on time to ensure adult-child ratios are adhered to at all times.

- You are responsible for ensuring you are wearing the REY agreed uniform and suitable footwear for indoor and outdoor use whilst on duty. This includes taking responsibility for providing yourself with a suitable weatherproof coat to ensure we follow the outdoor ethos of preschool.
- False nails and jewellery (other than wedding rings and stud earrings as agreed by the policy) or body piercing are not considered appropriate in this group.
- REY prefers that staff do not wear nail varnish at work due to the preparation of food and cooking activities with children.
- Misconduct and/or criminal offences committed during or outside working hours which bring you or the group into disrepute will be the subject of disciplinary action which may result in dismissal.
- Members of staff should NEVER give out their own personal mobile or home phone numbers to Parents/carers. The staff team have their own secure work emails that can be monitored if they wish to communicate electronically with parents/carers. Alternatively, the ILD is a great tool to communicate with parents regarding their child/dren's progress and development.

And finally

This Code of Conduct does not cover every eventuality. Its purpose is to alert you to some of the matters about common queries received. It does not replace the general requirements or the law, common sense and acceptable good conduct. If you are uncertain about what to do in a particular situation or require further information or guidance please speak to the groups Manager for advice before you take any action.

Review date: annually.

Reviewed; August 2017 by Manager.

Reviewed; 14-8-18 J Clarke,

Reviewed; 30-8-19 J Clarke,

Reviewed 4-8-20 J Clarke.

Next review' Aug 2021.

Please sign and return this slip to the Manager as soon as possible.

I _____ (full name) agree that I have read and understood the Code of Conduct for Rainbow Early Years and agree to abide by its contents.

Signed _____ Date _____

Position held with group _____

Review date: Annually.
