



Staff Code of Conduct

Staffing.

All staff are vetted prior to their employment in accordance with Ofsted and DBS (Disclosure and Barring Services) regulations and guidance. Staff are required to then sign up to the DBS update service and maintain throughout their employment with us. All staff are to be qualified or working towards a relevant qualification, we also encourage continued professional training and development throughout their time with us.

We recruit staff in accordance with our equal opportunities policy and subject to satisfactory references and DBS disclosure. All employees are then subject to completion of a 3 month probationary period which may be extended.

Management staff/Committee member (s) have a thorough understanding in safer recruitment in order to keep up to date with changes in legislation and employment law.

Photographs of the staff are displayed in the Pre-school along with a file of copy certificates demonstrating training undertaken so far. All personnel files are kept in a locked cabinet in Pre-school. The school office also has a record of pre-school staff DBS numbers.

Staffing Procedures:

The minimum legal staffing ratios are as follows: (Taken from the EYFS)

2-3 yrs – 1:4

3-5yrs - 1:8

- Staff must ensure that all activities are well planned for at the beginning of each day to minimise the absence of staff from the pre-school room.
- Students and volunteers must not be included in ratios, although they are a valuable part of a successful team. Students and volunteers must never be left unsupervised or accompany children to the toilet or changing areas alone.
- All staff (including students if applicable based on age and all volunteers) will be DBS checked through the Disclosure and Barring Services prior to their first day of work. In the event of a check not coming through before the agreed start date alternative arrangements will be made.
- Staff are required to attend all relevant meetings and training sessions.
- Staff must play an active role in the planning and supervision of all activities.
- Staff must perform tasks as outlined in their job descriptions.
- Staff must inform the manager of absence/illness or lateness as soon as possible in order for alternative staffing arrangements to be made.
- In the event of adverse weather such as snow or flooding staff are expected to make a **reasonable attempt** to get to work. The Pre-school recognises that every situation is different but also understands that there is no legal right to pay employees for such days. (www.acas.org.uk/index.aspx?articleid=2797) Employees pay is at the manager's discretion. The manager will make any decisions on closure of the pre-school in line with the school procedures and notify staff and parents by no later than 8am.

- At least 50% of staff must hold the minimum Level 2 qualification appropriate to the care of children.
- All Qualified staff must attend First aid to be included in ratio
- ALL STAFF MUST complete safeguarding training, health and safety, manual handling, behaviour management and food hygiene training as a bare minimum and these must be kept up to date. Some of this will be offered in house through staff meetings and e modules.
- Staff will have an Appraisal and Supervisory throughout the year with the pre-school manager. The manager will have their appraisals with the chair of the committee.
- Staff CPD will be supported and additional training opportunities may be offered.
- A mentor will be assigned for new members of staff and also current employees if it is felt this would support them to succeed in their job role.
- Holidays in term time are booked at the Manager's discretion and in the interest of maintaining ratios and consistency, some requests for holiday may be denied.
- Staff are required to give at least half a terms notice in line with terms of their employment to terminate their contract with us. An Exit interview will be conducted.

Communication and Social Media

- Staff should consider setting social media public profiles to private.
- Staff should not attempt to contact parents via social media or any other means outside pre-school in order to develop any sorts of relationship. They will also not make any efforts to find parents social media profiles.
- Staff will ensure they do not post any images online that identify children who are at the pre-school setting.

Appearance and Personal Hygiene

- Staff working in Pre-school will wear uniform/appropriate comfortable clothing and name badges in order to make themselves easily identifiable, especially considering we have access to facilities within All Saints School. Staff must be clean, tidy and well presented. Footwear must be safe, sensible, in good order and clean.
- The pre-school considers the way employees dress and their appearance is important in portraying a positive image to our customers. This is intended to clarify our standards of dress and appearance that should be considered suitable at work.
- Employees are responsible for following these standards of dress and appearance. Managers are responsible for ensuring the policy is adhered to in respect of themselves and the employees. Failure to follow procedures maybe subject to disciplinary action.
- Jewellery: should be minimal and appropriate to work.
- Hair and nail: should be neat, tidy and well groomed. Hair should be tidied back when preparing food. Nails should be short and clean suitable for the role.
- Personal Hygiene: employees are expected to maintain a high level of personal hygiene at all times. Failure to do so will be brought to the individuals attention by the manager. Body and mouth odors should be addressed by being freshly showered, freshly laundered clothing and with the use of deodorant and mouth wash before the start of the working day.

Full details of staffing requirements are found in the Safeguarding and Welfare requirements in the Statutory Framework for the Early Years Foundation Stage document.