

Staff Code of Conduct

At **Brentwood Day Nursery**, we are committed to the safety and wellbeing of all children and staff. This policy sets clear expectations for staff to behave appropriately, serving as positive role models while ensuring the protection of every child in their care. It also outlines how any changes in staff behaviour or working practices will be carefully monitored, reviewed, and supported, so that all children remain fully safeguarded throughout their time with us.

Within our nursery, we expect all staff to consistently uphold the highest standards of professionalism, care, and conduct.

All staff **MUST**:

- Adhere to all policies, procedures, and the staff code of conduct at all times, ensuring full compliance with regulatory and organisational expectations
- Follow nursery health and safety procedures, including healthy workplace policy
- Use appropriate language and behaviour at all times; offensive language must not be used; never shout, humiliate, or use physical punishment. Staff are expected to be considerate to one another and refrain from being argumentative, patronizing or discriminative
- Maintain the highest standards of honesty and integrity at all times and be pleasant and courteous to all adults and children
- Put children first in every aspect of their role. The safety, welfare, and ongoing development of the children must always be the top priority. You have a responsibility to protect the children and encourage a safe working culture
- Act as positive role models for the children in their care by:
 - Maintaining a professional and respectful attitude at all times
 - Demonstrating kindness, patience, and empathy
 - Supporting a nurturing and inclusive environment
- Work cooperatively as a team and communicate openly and honestly with colleagues and management
- Be aware of their requirements under the Statutory Framework for the EYFS and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development
- React appropriately to any safeguarding concerns quickly and concisely in accordance with relevant procedures and training received
- Not share any confidential information relating to the children, nursery or families using the nursery
- Maintain the public image of the nursery and do nothing that will put the setting into disrepute and maintain professional boundaries
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional

- Report to management immediately any changes in their personal life that may impact on the ability to continue the role. These may include (but are not limited to) changes in police record, medication or any social service involvement with their own children.
- Never give or threaten corporal punishment and must not use or threaten any punishment which could adversely affect a child's well-being
- Staff are expected to be healthy and well for work arriving 5-10 minutes before their allocated start time. Hair must be clean and tied back, nails must be kept at a reasonable length. Facial piercings should be removed or covered.
- To promote safety and maintain a professional learning environment, the following dress code applies to both staff and children while on site:
Open-toed sandals or shoes are not permitted. Closed-toe footwear must be always worn. Hoop earrings are not permitted. Only stud earrings may be worn. To reduce the risk of accidents and ensure the safety of all children, necklaces must not be worn to nursery
- Where possible tattoos must be covered (offensive tattoos must be covered). Staff should provide themselves with water, food and medication (if needed)
- The nursery uniform must be worn at all times (other than for preauthorised events) with suitable footwear (low healed and no open toes). You must ensure uniform is well cared for and should not be used for activities at home that may result in it being ripped or damaged. Any damage to uniform will incur costs
- Smoking, drinking and taking drugs is not allowed on the premises, our Alcohol and Substance misuse policy and No Smoking Vaping policy provide further information. Management have the right to refuse entry to staff suspected of being under the influence of drugs or alcohol

Monitoring staff behaviour

Within the nursery we:

- Conduct regular peer observations using all staff and management, during which we observe interactions between staff and children
- Have regular supervisions with all staff in which ongoing suitability is monitored and recorded
- Have a Whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues
- Operate staff suitability checks and clauses in staff contracts to ensure any changes in their suitability to work with children are reported immediately to management
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the Safer recruitment of staff policy.

To ensure the safety and wellbeing of children and the wider nursery community, we remain vigilant in observing changes in staff behaviour. Certain behaviours may raise concerns and will be appropriately investigated in line with our safeguarding and HR procedures. These include, but are not limited to:

- Noticeable **changes in mood** or emotional stability
- Sudden shifts in **religious or cultural beliefs**, particularly where there is a concern around potential **radicalisation**
- Altered behaviour in interactions with children or colleagues, such as:
 - Becoming overly familiar or close

- Isolating themselves or avoiding interaction
- Displaying agitation, irritability, or conflict
- **Uncharacteristic outbursts** or difficulty managing emotions
- Becoming **withdrawn** or disengaged from their role
- Exhibiting **secretive behaviours** or being evasive
- Increased instances of **absence**, including calling in sick, arriving late, or missing shifts
- A decline in the **standard or quality of work**
- **Extreme changes in appearance** that may indicate underlying issues

These signs do not automatically indicate wrongdoing but may suggest that a staff member is experiencing personal difficulties or may pose a safeguarding risk. All concerns will be handled sensitively, confidentially, and in accordance with our internal policies.

We have a Wellbeing officer (shown on the staff role chart in the entrance area), who oversees that all staff feel safe and well. They have undergone regular training in accordance with the requirements in relation to this, and you should find them approachable and accommodating. Any vulnerable staff member will be given the Wellbeing Officers out of hours contact details. They can provide you with support and advice or even just a friendly chat. Staff are mindful of vulnerable people (either with physical or mental health needs) within the setting and we endorse a supportive approach and understanding

Procedures to be followed:

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Ultimately, we wish to ensure all staff can continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern regarding the safety or welfare of the children then the Safeguarding children and child protection policy will be followed. In the case of allegations against a staff member, the Local Authority Designated officer (LADO) will be contacted within 24 hours and their advice followed.

All conversations, observations and notes on the staff member will be logged and kept confidential on the staff electronic individual file.

Signed on behalf of the nursery
<i>RL Austin</i>