Code of Conduct

Policy

(2025–2026)

Code of Conduct Policy

Code of Conduct Policy

1. Purpose

The purpose of this policy is to set out the standards of behaviour and conduct expected of all staff members at Little Wonders Nursery, ensuring that all actions taken align with the values of the nursery and support the safety, wellbeing, and education of the children.

2. Expectations of Staff

- **Professional Behaviour**: Staff will behave professionally, with courtesy and respect, toward colleagues, parents, and children.
- **Role Models**: Staff will act as role models to children, demonstrating appropriate behaviour at all times.
- **Confidentiality**: Staff will maintain confidentiality regarding all aspects of the nursery, children's welfare, and sensitive information.
- **Respectful Communication**: Staff must not use inappropriate language or engage in discriminatory, harassing, or bullying behaviour.
- **Low-Level Concerns**: Staff are required to report any low-level concerns regarding colleagues' behaviour that may affect the safety and welfare of children. These concerns should be shared responsibly with the designated safeguarding lead (DSL) and recorded appropriately.

3. Professional Boundaries

- **Maintaining Boundaries**: Staff should maintain professional relationships with all children, parents, and colleagues.
- **Physical Contact**: Any physical contact with children should be appropriate and in line with safeguarding practices.
- **Personal Relationships**: Personal relationships between staff members and parents, children, or colleagues should remain professional and not interfere with the wellbeing of the children or the work environment.

4. Personal Appearance

- **Appropriate Attire**: Staff are expected to dress in a manner that is appropriate for working with young children, ensuring that their attire is practical, hygienic, and respectful.

Code of Conduct Policy

5. Safeguarding and Welfare

- **Safeguarding Training**: All staff must undergo mandatory safeguarding training every two years to ensure they are equipped to protect children effectively.
- **Designated Safeguarding Lead (DSL)**: A designated safeguarding lead should be appointed to oversee safeguarding practices and ensure compliance with statutory requirements.
- **Whistleblowing Procedures**: Clear procedures should be in place for staff to report concerns about colleagues' behaviour, ensuring that all allegations are taken seriously and investigated appropriately.
- **Acceptable Use of Technology**: Staff should adhere to policies regarding the acceptable use of technology, including mobile devices and social media, to protect children's privacy and maintain professional boundaries.

6. Record Keeping and Reporting

- **Accurate Records**: Staff are responsible for maintaining accurate and up-to-date records of children's progress, incidents, and any concerns, ensuring compliance with data protection regulations.
- **Reporting Concerns**: Any concerns regarding a child's welfare or safety should be reported promptly to the DSL and recorded in accordance with the nursery's safeguarding procedures.