



Staff Behaviour Policy/Code of Conduct

Kids2Day Pre-School expects all members of staff to follow our **Staff Behaviour/code of conduct 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. Pre-School 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.

Pre-School staff also have a responsibility to maintain their reputation and the reputation of the Pre-School, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for Kids2Day Pre-School and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the Pre-School (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the Pre-School's **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at the setting. If any member of staff exhibits such behaviour they will be subject to the Pre-School's disciplinary procedures.

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

Dress code

Whilst working at Kids2Day Pre-School 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 comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty all staff should wear the approved Pre-School T shirt/polo shirt and appropriate dark leg wear at all times.

Confidentiality and social media

Staff must not pass on any information about children attending the Pre-school, 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 Pre-School, the press, etc.)

Posting any material relating to the Pre-School 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 electrical recording devices

Staff personal mobile phones/smart watches must keep it in Pre-School office during working hours in locked box. This is for safeguarding reasons, to protect the children.

If a member of staff needs to make an urgent personal call they can use the Pre-School phone or make a personal call from their mobile in the Pre-School office.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager to give out preschool number to receive this call. Personal phones are not allowed in room when children are on site.

Staff may only use the Pre-School camera/iPod to take photographs of children at the setting, except with the express permission of the Manager.

Staff must **never** use their personal mobile phones, smart watches or cameras to take photographs at the Pre-School during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.

See our **Smart Technology policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

Smoking, vaping, alcohol and drugs

Staff are not permitted to smoke/vape anywhere on the Pre-School premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto the Pre-School 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 medication prescribed or over the counter needed by a staff member whilst at the Pre-School, must be stored safely in the Pre-School Office out of reach and sight of the children attending the Pre-School.

See our **Smoking, Vaping, 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/legal 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**.

I have read and understood the above policy.
I agree to adhere to this code of conduct for the duration of my employment with kids2day
Preschool.

Signature Date:



This policy was adopted by: Kids2Day Pre-School	Date: 16.02.26
To be reviewed: February 27	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: whistleblowing [3.7-3.8], concerns about children safety [3.9-3.10], Suitable people [3.13-3.19] and Disqualification [3.22-3.26], staff taking medication [3.27], smoking and vaping [3.28]*