**Staff Code of Conduct Policy**

At Kingfisher Kindergarten we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our setting and recognise that we represent Kingfisher Kindergarten in our dealings with the children, parents/carers, other professionals and the public. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents/carers and one another with friendliness, care and courtesy.

It is expected that all staff should provide an example of good conduct that you wish others to follow:-

* Be flexible, reliable and punctual
* Be honest and trustworthy in word and deed
* Be hard working and willing to do as directed
* Be motivated and happy to do your job
* Be friendly and a positive role model to everyone, children, parents and other staff
* Work enthusiastically and be supportive to colleagues
* Be hard working and work as part of a team
* Be welcoming to everyone within the setting – smile – say hello
* Communicate with each other in a positive manner
* Maintain high standards in safety and hygiene by keeping the setting safe and clean
* Show initiative
* Keep Confidentiality at all times
* Always act in the best interest of the children
* Encourage children to follow our pre-school rules and to have general manners
* Give equal opportunities to everyone within the setting, regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class
* Read and follow all of our settings Policies and Procedures
* Ensure that your behaviour at work or outside does not cause embarrassment to the pre-school or reflect negatively on the pre-school in any way that would bring its reputation into disrepute or cause loss of public confidence. This includes through the use of social media/networking sites.
* Understand that babysitting for parents out of pre-school hours is at your own risk and that anything that happens in this time, the pre-school will not be liable for.

**Staff Dress Code**

To ensure that all staff are appropriately attired while at work, wearing our uniform. Also ensure that you conduct yourself appropriately outside of work whilst wearing the uniform.

Staff will also be required to:-

Maintain a neat appearance

Clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that your role requires

Footwear should be practical for safe movement around the setting

Keep finger nails clean and jewellery to a minimum

**Staff related Policies**

Staff will ensure that they adhere to the below Policies and Procedures which directly relates to and affects their role within our setting. Staff need to ensure they read and comply with all of these, as well as all of the companies other Policies and Procedures. The failure of any staff member who does not comply may result in disciplinary action being taken against them. An agreement will be signed individually and filed in their personal file in the locked Staff Filing cabinet in the office.

Policies:-

* Babysitting Policy
* Behaviour Policy
* Behaviour Management Policy
* Confidentiality Policy
* Professional Love Policy
* Reporting Concerns Policy
* Role of the Key Person Policy
* Safeguarding and Child Protection Policy
* Safety Policy
* Staff Holiday Policy
* Staff Induction and Training Policy
* Staff Leave Policy
* Staff Safety Policy
* Staffing and Employment Policy
* Valuing Diversity and Promoting Equality Policy

This policy was adopted by Kingfisher Kindergarten Ltd

On 22nd January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner