



## Staff Code of Conduct

We expect all employees to be professional while working at Little Gillies, adhering to our policies and procedures and working to our ethos. We work as a team and expect all employees to contribute to the team.

Staff must:

- Act professionally at all times.
- Be punctual
- Follow the company dress code
- Use appropriate language
- Know and understand their job description and the boundaries of their job
- Take responsibility for knowing and following guidelines, policies and procedures
- Report any health and safety concerns to management straight away; health and safety is everyone's responsibility
- Maintain confidentiality
- Be accountable for their own work
- Be respectful of colleagues and their work
- Manage their time effectively
- Be accountable for their conduct to children, parents, colleagues and senior management
- Inform their line manager immediately if their suitability to work with children has changed
- Treat children, parents and colleagues with respect
- Be professional in their relations with external agencies, including Ofsted
- Actively challenge any discrimination or discriminatory behaviour they encounter
- Not harass any member of staff relating to race, sexual orientation, gender, gender reassignment, age, religion or belief and disability will not be acceptable. This includes unwanted verbal or physical third party harassment by those not employed by the setting
- Raise any concerns as appropriate by following the Safeguarding Children, Inclusion Equality and Diversity, or the Whistle Blowing Policy as relevant
- Keep up to date with all mandatory training and attend any other training booked for them
- Not drink alcohol or be under the influence of drugs while on duty and you should not be over the legal limit before you start work. The use of illegal substances or recreational drugs is a dismissible offence
- Staff must notify management of medication prescribed to them which could affect their ability to carry-out their duties
- Notify management as soon as possible if they are ill
- Ensure that all registers, written records, notes in children's files, contact sheets or time sheets are written in ink, legible, factual and completed in a timely manner.
- Keep up to date with the record keeping relevant to their role and make a member of management aware if they are falling behind

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.



### 3. 5 Staff Code of Conduct

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed .....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023