



Early Education & Childcare

Code of Conduct Early Education and Childcare Staff

Aims:

- The Public, our customers are entitled to expect the highest standards of behaviour. This adaption applies for all staff, students and volunteers working within BS3 Community Development Nursery Provisions.
- To ensure the BS3 Community Early Education & Childcare team follow the Code of Conduct for day care to protect both the organisation and individuals.

Purpose of this code

The code has been prepared as a framework within which employees, students and volunteers are expected to adhere too. All staff (including students and volunteers) within Early Education and Childcare are to conduct themselves with honesty, integrity and respect for others.

Dress code

- All staff members to always wear their ID badges.
- All staff must ensure that their clothing and footwear are appropriate and safe for the situation in which they are working. No Flip flops, hot pants, cycle shorts, or strap tops as we are representing BS3 Community Development.
- Remembering when serving food, please follow the food hygiene guidance and longer hair must be tied back and wear aprons provided.
- With regards to jewellery, this is worn at your own risk.

Substance Mis- Use

- **Alcohol** – Must not be consumed on any of the premises at any time. Gifts of alcohol are allowed but must not be consumed whilst at work.
- **Drugs** – It is a disciplinary offence to be working under the influence of alcohol and/or non-prescribed drugs. Staff must declare any prescribed drugs to their line manager.

Relations with our customers

- **Babysitting-** Employed staff must inform their line manager if they wish to be involved in any other employment or activity (e.g local campaign, babysitting for a service user's family, undertaking work for a competitor organisation) which could present issues of confidentiality or conflict of interest. A conflict of issue form would be completed and saved in the staff folder.
- **Gifts-** BS3 Community Development acknowledges that service users/others may wish to show appreciation to staff by giving small gifts. Staff should not accept cash however vouchers or items up to the value of £10 are acceptable and should be shared within rooms/teams. Anything gifted over this value must be disclosed to a line manager who will consider whether their staff members judgement, integrity or professional position might be compromised by acceptance.

Union Membership

- Membership of a union is completely voluntary and staff are encouraged to join, leave or change their union at any time. If staff decide to join a trade union, then this is completed independently and fees are paid outside of BS3 Community Development.

Signed:

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