



# NORTHLEACH PLAYGROUP

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

## Staff Code of Conduct

Parents, carers and children are entitled to expect the highest standards of conduct from all our staff, and it is regarded as an essential part of the warm welcoming ethos of our playgroup.

### Aim

The aim of this Policy is to provide guidelines, which will help us, maintain and improve standards and protect all our staff from any misunderstandings or criticism. Standards We expect all our staff to provide high levels of care and if appropriate, advice to parents and other members of staff.

### Method

Staff will be expected, by following agreed procedures and without fear of recrimination, to bring to the attention of the Leader any deficiency in the standards. If it is the Playgroup Leader who is causing the concern, then the Whistleblowing Policy may be followed.

### Disclosure of Information

We are a very open democratic playgroup and pride ourselves on open communication; however, when information is necessarily confidential it should only be made available on a “need to know” basis.

### Appearance

The appearance which we present to each other and parents and visitors is important. Our expectation of all playgroup staff is that they conform to standards of dress as befits a profession. Clothing should be neat, clean and in good repair, shoes should have closed toes without heels, uniform is worn with trousers. Long hair should be tied back, no jewellery except watches, important rings and studded earrings. On days where uniform is not required, staff are expected to wear clothing appropriate for playgroup where they act as role models for young people ie no skirts, low necklines or strappy tops.

### **Drugs, Alcohol and Smoking**

Except for medical reasons, employees must not take any substances that might affect their work. No staff should consume or be under the influence of drink/drugs during their hours of work, if found to be, they shall be asked to leave the premises immediately. No smoking is permitted on premises.

### **Absences and Time Keeping**

All staff must inform the Playgroup Leader/Deputy by 8.00am if they are unable to reach playgroup by their contracted hours. Staff are responsible for ensuring they arrive at work early enough to begin work at their contracted start time. Staff are required to remain at work until their appointed finish time, unless granted authorisation by the Playgroup Leader. If they are absent through illness or other circumstances, they must inform the Playgroup Leader/Deputy by 8.00am so arrangements can be made for staff cover.

### **Appointments**

All staff involved in appointments should ensure that they are based on merit. In order to avoid any possible action or bias, no staff should be involved in an appointment where they are related to an applicant or have a close personal relationship outside work. Similarly, they should not be involved in decisions relating to discipline, or pay adjustments.

### **Outside Commitments**

Prior to commencing any additional employment staff should be clear about their contractual obligations and make sure their additional employment does not conflict with the playgroup interests.

### **Mobile Phones**

In relation to use of mobile phones and use of digital equipment, set out below are best practise guidelines:

1. All staff mobile phones should not be carried on the person or within the playgroup room; they should be stored in staffs' bags in the cupboard and turned on silent.
2. The playgroup main telephone number should be used as the main point of contact for staff in an emergency.
3. The use of mobile phones being carried on a person or used in the playgroup room will result in a disciplinary procedure.
4. It is the responsibility of the setting leader/deputy to delete all photographs stored on a digital camera after transfer to the computer for printing purposes.
5. It is the responsibility of the settings leader/deputy to approve photographs for use on displays and for marketing purposes.

### **Social network, such as Facebook, Twitter or Instagram**

We request staff agree to the following:-

- I must make clear that any comments (eg political views) are my own personal opinion.
- I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the playgroup into disrepute.
- In line with safeguarding procedures, no comments should be made with reference to the playgroup, its staff, committee members, children, families, any persons associated with it or events.
- I will not place any information regarding my activities at playgroup, or the playgroup in general on my social networking sites

### **Conclusion**

Our staff at Northleach Playgroup are our strength. How the staff conduct themselves reflects on the whole playgroup. High standards and expectations are essential in all aspects of our work.

Signed on behalf of the Management Committee \_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_