



ST CATHARINE'S UNDER FIVES CODE OF CONDUCT

Our aim:

To ensure that no activity outside the childcare setting adversely affects the setting.

Method:

Relationships:

- Staff/committee members should maintain a professional relationship with each other, the parents/carers of the children and church representatives at all times.
- Gossiping about any members of staff, management, parents/carers or church representatives will not be tolerated.
- If any concerns arise between two individuals the chairperson must be informed to act as mediator to resolve the issue as soon as possible. If this is not successful, then staff within PATA are appropriate persons to be invited to act as mediators.

Behaviour inside the workplace:

- Staff must maintain the high standards of time keeping, hard-working and positive behaviour at all times, to sustain the positive environment that playgroup aim to retain. If for any reason staff incur any difficulties, they must notify the Manager as soon as possible.
- Mobile texting may adversely affect the children in the setting. All mobile phones belonging to the setting, staff and rota parents must be kept in the designated place in the kitchen.
- The settings phone stays on the premises outside of playgroup hours.
- With the exception of comfort breaks, staff have the right to one uninterrupted 20 minutes rest break during their working day (this could be a tea or lunch break), if they work more than 6 hours a day.
- St Catharine's is a no smoking building; smoking is not permitted in or around the setting. Staff are not permitted to smoke during working hours unless they are on the premises for over 6 hours, after which time anyone wishing to smoke during playgroup hours should go outside the gate of the car park and play group logo on clothes are to be covered.
- Chewing gum is not to be consumed on site.

Behaviour outside the workplace:

- Staff/committee members should be aware of their behaviour outside work through activities such as Facebook; email; Twitter; mobile texting that may adversely affect the setting.
- It should never be assumed that such messages will remain private.
- Fraudulent, harassing, bullying or obscene messages are prohibited.

Social Networking Sites (e.g. Facebook, Twitter etc.)

In order to maintain our professional working relationship with our parents/carers we strongly recommend that our staff are not *friends* with parents or carers on Facebook or other social networking sites. If a parent sends a friend request to a staff member it is up to their discretion to accept. If they accept a parent friend request they must maintain a professional manner and be aware of what will be displayed to the parent on their profile.

Disciplinary action:



- If staff/committee members have abused any of the above, then the committee will carry out a full investigation to determine the level of misconduct and the most suitable disciplinary stage. Disciplinary action will be taken if the individual's actions has led to:
 - The name of the childcare setting has been brought into disrepute.
 - Adverse publicity
 - Actions that result in loss of faith in the childcare setting
 - Actions that result in loss of faith in the integrity of the individual.

Bullying/ Peer on Peer Abuse is not acceptable. Staff are to follow the disciplinary action as set out in the St Catharine's Under Fives Behaviour Management Policy.

Whistle Blowing

All concerns should be dealt with satisfactorily before there becomes a need for Whistle Blowing. However, the responsibility rests with any member of staff who is aware or has concerns regarding the unacceptable practice even though the 'blowing of whistle' may cause ill feeling and create difficult situations. Any issues of bad practice must be dealt with in the early stages, hopefully preventing escalation (See Appendix M). Staff who ignore the early warnings may find themselves implicated in the bad practice.

There are two main types of Whistle Blowing: -

1. A staff member having a concern about a child, who takes the concern to the Play Leader who dismisses the concern or does not resolve the matter to the staff members satisfaction, who in turn, goes over the head of the Play Leader and works through the stages of escalation at identified in Appendix M to raise the issue to the Chair Person.
2. A staff member having a concern about another member of staff.

In the first instance where there is a concern about a member of staff. The staff member is to approach the Play Leader (Aleksandra Swiatlowska). If the staff member under concern is the Play Leader, then the Chairperson (Sarah Bennett) is to be approached.

Related Policies

Behaviour Management Policy
Social Media Policy

This policy was adopted at a meeting of St Catharine's Under Fives

Held on (date)

Signed on behalf of the Management Committee

Role of signatory