



Lavenham Pre-School  
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## Staff Conduct Policy (Incl. Students and Volunteers)

### Aim

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

The Code of Conduct forms part of an employee's contract. Failure to comply with Lavenham Pre-school policies may result in disciplinary action being taken.

It is expected that all staff, volunteers and students at Lavenham Pre-school should provide an example of good conduct that you wish others to follow:-

- Be flexible, reliable and punctual
- Be honest and trustworthy
- 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
- Be supportive to colleagues
- Be hard working and work as part of the team
- Be welcoming to everyone within the preschool – smile – say hello
- Work enthusiastically and support colleagues
- Communicate with each other in a positive manner at all times
- Maintain high standards in safety, and hygiene by keeping the Pre-school safe and clean
- Show initiative
- Keep confidentiality at all times (any issues – including personal – concerning children, their parents, staff and students should not be discussed outside the preschool.)
- Act in the best interest of the children at all times
- Use and encourage children to follow our 'Golden Rules' : say please and thank-you and general manners
- Ensure inclusive practice is provided at all times
- Give equal opportunities to everyone within the Pre-school 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 Pre-school policies and procedures and implement them at all times
- Ensure that your behaviour at work or outside does not cause embarrassment to the Pre-school or reflect negatively on the Pre-school in a way that would bring its reputation into disrepute or cause

a loss of public confidence. This includes through the use of social networking sites. Do not accept as social media “friends” any parents or carers.

- 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 is not liable for. (See babysitting Policy).
- No negative gossip in the Pre-school is acceptable.

### **Staff Dress Code**

To ensure that all staff are appropriately attired for the work place to a high standard of dress and grooming commensurate with their position at all times.

*We would ask the staff to adhere to the following guidelines:*

Maintain a neat appearance and wear your name badge provided

Pre-school hoody/fleece and/or polo shirt must be worn at all times.

Pre-school will provide one hoody or fleece and two polo shirts. Subsequent uniform purchases are the responsibility of each member of staff.

Black trousers or black jeans may be worn, but must not be ripped or tatty. Black denim must be dark black denim and not be faded or greying.

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

Footwear should be practical for safe movement around the classroom. No opened toed shoes or sandals.

Clothing required for health and safety purposes shall be supplied by the Pre-school and worn when required.

Keep finger nails clean and fairly short and jewellery kept to a minimum.

***Failure to adhere to this policy may result in staff being asked to return home to change in to more suitable attire.***

### **Staff taking medication/other substances**

- Inform the Pre-school manager of any medical conditions or medication that may affect their daily work
- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

### **Medical/ Dental Appointments**

- Due to the nature of the business staff are requested, if possible, to attend doctor, dentist or hospital visits outside of Pre-school hours.
- Staff are required to find cover for their sessions if they are going to absent as a result of an appointment.

## Staff Illness/ Absence

- If you are absent you should personally telephone the Pre-school manager. If you are not able to speak directly to the Pre-school Manager you should telephone the setting and speak to the most Senior member of staff available to advise of the reason for absence.
- Staff should telephone the Pre-school manager as soon as possible, before their start time (ideally at least 1 hours' notice), on the day of absence or the ideally the evening before to inform of an absence so that cover can be found before the Pre-school session starts.
- If you are going to be absent for a consecutive day please telephone the Pre-school again by 2.00pm to advise so that cover may be arranged.
- Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of sickness or diarrhoea.
- Text messages and emails are **NOT** acceptable as a form of communication.
- Employees should maintain regular telephone contact with the Preschool manager to advise on the progress of the illness or injury and the likely date of return to work. The frequency will depend on the circumstances, but as a minimum it should be after the first four working days and/or when there is any change to previously given information.
- In exceptional circumstances, for example in the event of hospitalisation, someone else may notify the manager by telephone to the Pre-school on the employee's behalf.

## Staff Risk Awareness & Health & Safety

**No smoking is permitted on Pre-school premises, this includes the use of E-cigarettes or vapours.**

- All staff are required to read the Health & Safety Policy and Risk Assessment Policy as part of their induction process and adhere to the guidelines.
- The induction training for staff and volunteers includes an explanation of Health and Safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, risk assessments, health & safety and safeguarding children.
- A record should be kept, by staff of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.
- As necessary, Health and Safety training is included in the annual training plans of staff, and Risk Awareness & Health and Safety is discussed regularly at staff meetings.

## Mobile Phones

The use of personal mobile phones in the classroom by staff, parents and carers' is **forbidden** to ensure the safety of the children. (See our Mobile Phone Policy and our Computers, Electronic Communication Devices and Social Media Policy). All staff mobile phones must be locked away in lockers.

## Staff Code of Conduct for ICT and Social Networking Sites

Please see our Computers, Electronic Communication Devices and Social Media Policy

## Staff Online Tapestry Accounts

All staff must accept our Tapestry usage agreement which is as follows;

- I understand and agree that my tapestry login and email address is strictly only for my use
- The login and content cannot be shared with anyone outside of the setting
- The content cannot be downloaded or discussed outside of the setting

- Any content printed for internal use from the system must be shredded when finished with
- I understand my password must not be saved on any device
- I understand I must ensure I have logged out properly after each session
- I understand I must take care not to install software on my computer / device that may compromise security

• All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

**Holidays**

- Due to the nature of the business staff are requested not to take holiday during term times unless agreed with the Manager. Staff working during the holidays will be given priority.

**Whistleblowing and Incident Reports**

Staff must report any behaviour by colleagues that raises concerns, by following the Pre-school’s ‘Whistle Blowing Policy’. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

**The following procedures and documentation in relation to Staff Conduct are;**

**Pre-school Policies**

- Health & Safety
- Risk Assessment
- Safeguarding Children

**Statutory Framework for the Early Years Foundation Stage 2012**

*Section3: The Safeguard and Welfare Requirements*

- Suitable People 3.9-3.16
- Staff taking medication and other substances 3.17
- Staff qualifications, training, support and skills 3.18-3.25

**Legal Framework**

Data Protection Act 1998

This policy was adopted by Lavenham Preschool *(name of provider)*

On February 2026 *(date)*

Date to be reviewed February 2027 *(date)*

Signed on behalf of the provider



Name of signatory

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Roy Mawford

Role of signatory (e.g. chair, director or owner)

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Chair of Trustees

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