



## **Old Oak Early Years Education Centre**

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### **Staff Code of Conduct**

This code of conduct should be adhered to and used as guidance by all Early Years staff relating to how to conduct themselves whilst employed by Old Oak Primary School, and must always be adhered to.

Old Oak Early Years Education Centre expectations are that all staff should be respectful of others, challenge behaviour and actions and words that do not support the promotion of equality, diversity and respect.

#### **Conduct and Behaviour**

All staff at the Early Years must endeavour at all times to maintain a highly professional standard of work behaviour in and outside of the working environment.

#### **Appropriate behaviour is:**

- Good listening skills
- Wearing modest clothes
- Using the correct tone of voice
- Using appropriate language
- Being punctual
- Being a team player
- Being honest
- Having a positive attitude
- Maintaining confidentiality
- Communicating well
- Being responsible
- Being flexible
- Law abiding
- Taking responsibility
- Being professional

#### **Inappropriate behaviour is:**

- Using foul language
- Rude gestures or hand signals
- Rough handling
- Negative attitude
- Aggressive
- Gossiping
- Bullying
- Being disrespectful to other cultures and beliefs
- Stereotyping/Judgement
- Being Lazy
- Unhygienic
- Racist/ sexist/ biased behaviour
- Reluctant to help

#### **Photography and Video**

At the Early Years we safeguard and protect children whilst using a wide variety of media for the sole purpose of recording their achievements, personal development and records. We will obtain permission to use any photographs or videos of the children from their parents or carers. See parents terms and conditions and use of photographs and media.

### ***Appropriate use of media and video:***

- Inform parents and consent forms are signed
- Disposal of pictures, cut or shred
- Photos used for developmental/record keeping/evidence purposes
- Monitor media usage/ check content
- Ensure staff follow whistle blowing policy
- Not having personal mobile or phone on during working time

### ***Inappropriate use of media and video:***

- Taking pictures of children on a mobile phone or personal camera
- Sending pictures or videos on personal emails
- Taking pictures of an intimate nature
- Taking pictures of children with no clothes on
- Allowing strangers to take pictures
- Allowing access to personal videos/pictures on phones or cameras
- Radio stations running in background, newspapers (exposure to content)
- Exposure to materials from internet/tv/dvd/cds etc

### ***Confidentiality***

Confidentiality is concerned with every child and adults' right to privacy. However, every child also has their right to safety and well being. Therefore, confidentiality may need to be waived as the child's safety is paramount. This could also refer to adults where the information shared could affect the child's safety or the smooth running of the centre

### ***Appropriate confidentiality practice:***

- Share information within the team on a need to know basis- children's interests, health issues. Personal information, family situations
- Messages from parents pass on, on a need to know basis
- Working together with the safeguarding children and whistle blowing policy
- Share information with parents about their own children and not others

### ***Inappropriate confidentiality practice:***

- Promising a child to keep secrets
- sharing personal information about children and parents e.g. address, phone numbers
- Discussing other children with other parents making comparisons
- Sharing names on incident forms
- Sharing information with team members unnecessarily
- Discussing a child in front of them or other children
- Compromised personal relationships with staff or parents i.e. socialising with parents and becoming personal friends including social networking
- Passing on information about other staff

- Putting information about children /colleagues/parents on social network sites, internet, emails, or phone sharing inappropriate or confidential information.
- Access to information e.g. picking up print outs from the printer of sensitive information straight away
- Sharing information with parents or outside agencies regarding internal and operational matters.

### ***Dress and appearance***

Staff should dress in ways which are appropriate to their roles. We would expect all staff to wear clothing which will allow them to do their job properly and consider the safety of the children and themselves. Staff should not dress in ways that could be sexually provocative, distract or cause embarrassment. We expect all staff to take pride in their appearance and maintain excellent personal hygiene.

### ***Appropriate dress and appearance:***

- Hair neat and tied back if long
- Flat/low heeled shoes with good surface grip
- Short, clean nails clear varnish only
- Clean, tidy clothes that allows freedom of movement for working with children
- Clothing suitable for all weathers working with children
- Good personal hygiene
- Looking cheerful and welcoming
- Good manners
- Wearing id badge
- Positive body language

### ***Inappropriate dress and appearance:***

- High heeled shoes
- Clothes that may reveal too much flesh including, low cut tops, short skirts. shorts, or cut away clothing
- Long/large earrings
- Nail varnish/ long nails
- Jewellery and belts with studs or sequins
- Sequined or jewelled clothing
- Very tight or transparent clothing
- Clothing that reveals too much flesh
- Clothing that prevents the face being seen
- Inappropriate logos
- Showing underwear
- Too much perfume/ smell of cigarettes/Body odour
- Looking messy and untidy

These Statements are not considered to discriminatory and are culturally sensitive.

November 2021 – to be read in conjunction with the Old Oak Primary School Code of Conduct.