**Code of Conduct Policy**

**Purpose of Policy**

Rainbow Nursery expects all employees to work in the best interests of children and the service, to provide a positive role model for colleagues and trainees. The nursery also expects staff to conduct themselves professionally at all times in compliance with the setting’s policies and procedures as well as any guidelines laid down by external organisations. A breach of any of these may result in disciplinary being taken in line with the company’s Disciplinary Policy.

**Rainbow Nursery Staff should:**

* Act at all times in a polite and courteous manner to children and young people, parents and carers, colleagues and the wider public.
* Uphold the reputation of the nursery for quality services through your commitment to good practice and the continued updating of professional skills and knowledge.
* Inform management immediately of any concerns relating to the safety and well-being of children and young people or examples of dangerous practices.
* Act appropriately on all occasions when you can be identified as a nursery employee, including outside of normal working hours.
* Act with consideration to colleagues and with recognition and respect for the demands of the service.
* Support colleagues and trainees in their professional role as far as practicable.
* Play your part in helping to develop an ethos in accordance with the nursery’s Equality & Diversity Policy, where all people matter and are treated equally, and with respect and dignity.
* Always put the care, welfare and safety needs of a child first.
* Respect the child’s right to be involved in making choices and decisions which directly affect them.
* Listen attentively to any ideas and views a child wants to share with you.
* Respect a child’s culture (for example their faith and religious beliefs).
* Respect a child’s right to privacy and personal space.
* Respond sensitively to children who seem to be anxious about participating in certain activities.
* Speak to a member of staff immediately if you suspect that a child is experiencing bullying or harassment.
* Ensure that when you are working with children you are at least within sight or hearing of other adults.
* Listen carefully to any child who ‘tells you’ (sometimes through drawings and behaviour as well as words) that they are being harmed in some way and report what you have discovered immediately to your line manager.
* Report immediately any suspicion that a child could be at risk of harm or abuse.
* Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property.

**Rainbow Nursery Staff should not:**

* Discuss personal issues about a child or their family with other people except your line manager when you are concerned about the child’s wellbeing.
* Be drawn into derogatory remarks or gestures in front of children or young persons.
* Allow a child, young person or adult to be bullied or harmed by anyone in the organisation.
* Allow children to swear or to use sexualised language unchallenged.

**Rainbow Nursery Staff must never:**

* Engage in sexually provocative games, including horseplay.
* Never allow others or yourself to engage in touching a child in a sexually provocative manner.
* Never make sexually suggestive comments to a child, even in fun.
* Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
* Never form inappropriate emotional or physical relationships with children.
* Harass or intimidate a child or worker because of their age, race gender, sexual orientation, religious belief, socio-economic class or disability.
* Never invite or allow children to (stay with you at) your home.

Non-compliance with this policy will result in Disciplinary procedures which may include dismissal.

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*