

### e. Code of Conduct & Behaviour Policy

This conduct and behaviour code outlines the conduct Nursery Village expects from all staff and volunteers. This includes agency staff and students on work placement, whether paid or unpaid.

#### Our Aims

The conduct and behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made.

The Nursery DSL must make sure that everyone involved and working at nursery has seen, understood and agreed to follow our code of conduct and behaviour, and that they understand the consequences of inappropriate behaviour.

#### Policy

When working with children at our setting you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

You are responsible for:

- Prioritising the welfare of children.
- Providing a safe environment for children.
- This includes ensuring equipment is used safely and for its intended purpose.
- Having good awareness of issues and taking action when appropriate, following our principles, policies and procedures, including [Safeguarding Policy](#), [Whistle Blowing Policy](#) and [E-Safety Policy](#).
- Modelling good behaviour for children to follow.
- Challenging all unacceptable behaviour and reporting any breaches of our conduct and behaviour code to the Nursery DSL.
- Reporting all allegations or suspicions of abuse or inappropriate behaviour following our reporting procedures. This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.
- Avoiding any conduct which would lead any reasonable person to question your motivation and intentions or lead to a “staff allegation”.

Rights - You should:

- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all staff bring something valuable and different to our setting.
- Challenge discrimination and prejudice
- Actively encourage all staff to speak out about attitudes or behaviour that makes them uncomfortable.

## Relationships - You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid favouritism.
- Be patient with others.
- Use special caution when you are discussing sensitive issues with children.
- Ensure your contact with children and young people is appropriate at all times.
- Always ensure there is more than one adult present during activities with children.
- If a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are and that you are always in sight or hearing of another staff member.

## Respect - You should:

- Listen to and respect children at all times.
- Actively involve them in planning activities wherever possible.
- Ask the child for their permission before undertaking any intimate care.
- Not shout or raise your voice towards a child.
- In some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child where appropriate at the earliest opportunity.

When working with children at setting you must not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances, or substances that affect your abilities.
- Develop inappropriate relationships with children.
- Make inappropriate promises to children.
- Engage in behaviour that is in any way abusive or derogatory towards children or other staff members.
- Let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise, belittle or laugh at children.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children.

You should always follow this code of conduct and behaviour. If you have behaved inappropriately towards a child or staff member you will be subject to our disciplinary procedures and, depending on the seriousness of the situation, you may be dismissed.

We may also make a referral to statutory agencies such as the Police, local authority child protection services and the DBS barring service.

If you become aware of any breaches of this policy, you must report them to the Nursery DSL or Child Protection Officer. If necessary you should follow the [Whistle Blowing Policy](#) and our [Safeguarding Policy](#).