

The Children's Workshop

STAFF CODE OF CONDUCT

AIM

- To explain what is expected of you as an employee
- To identify boundaries and responsibilities
- To agree communication and accountability
- To ensure that staff do not put themselves at risk of allegations of abuse and unprofessional conduct
- To help us identify and understand what behaviour is and is not acceptable
- To identify the values and vision we hold dear at the Children's Workshop

Our Values

- The quality of and our care and safety of our children is paramount.
- Our aim is to promote confident and independent children who have self worth, self esteem and excellent social skills
- Every child matters and we will support and nurture every child in our care regardless of children's ethnicity, special educational needs/disability, culture, religious beliefs and individuality
- We will not discriminate and will respect everyone at all times
- We aspire to provide a safe, fun, friendly, welcoming, nurturing and stimulating environment and to promote a love of learning for life
- We will maintain the dignity and rights of each child at all times
- We will treat everyone with courtesy, dignity and kindness at all times by being open minded and non judgemental
- We will uphold the reputation and policies of The Children's Workshop by keeping the children safe and providing high quality care
- Enthusiastic, qualified staff will promote the Children's Workshop aims and vision
- We are passionate about being positive role models in the children's development and willingly go the extra mile
- We will protect and promote the excellent reputation the Children's Workshop has

Safeguarding

- We will follow, understand and keep up to date with the Children's Workshops policies and procedures
- We will keep each and every child safe from harm
- We will always work in an open and transparent way
- We will follow and adhere to all of our safeguarding policies and procedures which include mobile phone, camera policy, internet and social media
- It is our responsibility to let our family and schools know our landline for emergency contact
- We will be careful in our use of social media and not post anything which could damage the Children's Workshop's reputation
- We will uphold our duty to report any misconduct to managers/Ofsted
- We will ensure that we are DBS checked and will alert managers if we receive a caution, court order or conviction which may affect our suitability to work with children
- We will tell management if we are living with anyone who has been disqualified from working with children

The Children's Workshop

- We will ensure that our premises are a safe place to be for children and staff.
- We will continually risk assess our environment
- We will ensure that we are qualified in paediatric first aid and that first aid equipment is fully supplied
- We will ensure that our home time procedures are carefully followed at all times using passwords
- We will show confidentiality to our children, staff and parents
- We will keep records up to date, use online journals in a confident and timely manner
- We will ensure confidentiality outside of the workplace at all times

Working together

- We will be respectful at all times, taking into account verbal and non verbal language as well as our tone of voice
- We will use appropriate language to our children in our care and the adults we work with both inside and outside of the setting
- We will be empathetic and supportive of our colleagues
- We will attend courses and professional training and keep our own CPD up to date: including safeguarding and prevent
- We will encourage others professional development and share our knowledge to enhance our practise
- We will treat our colleagues with respect and listen to their points of view
- We will be respectful of each other and be accepting of each others differences and individuality
- Disagreements between staff should be discussed in a reasonable manner and not in front of children or parents
- We will use good communication skills and express ourselves clearly and calmly
- We will be approachable, calm and positive towards each other
- We will value each others strengths and support each other with areas lacking in self confidence or experience
- We will be mindful and respectful of the daily routines, be punctual and do our fair share of the work
- We will discuss concerns we have with managers
- We will strive to talk about each other in positive terms being aware that negativity creates divides and can cause friction amongst the team
- We will appreciate team meetings and see them as an opportunity to discuss concerns, share ideas and work towards our shared goal
- We will respect our working environment and take care of our resources ensuring they are clean and appropriate for use

Ourselves

- We will wear the correct uniform whenever possible
- We will dress appropriately for working with young children
- Tattoos should be covered and any facial piercings should be removed
- We will ensure that we have a high standard of personal hygiene
- We will not smoke or consume alcohol on the premises and not be under the influence of drugs or alcohol at work
- We will tell our managers if we are taking any medication which could affect our work