

# Staff behaviour statement and code of conduct

The purpose of this statement is to provide a Code of Conduct for safe professional practice and effective partnerships between staff, leaders, parents and professionals.

The code of conduct applies to all staff, volunteers, and visiting staff working with children on site and requires that these employees will:

- ✓ Place the welfare of the children as their first consideration
- ✓ Accept responsibility for their own actions and behaviour and avoid any conduct that might lead any reasonable person to question their intentions
- ✓ Work in an open and transparent way
- ✓ Make a record of any incident and promptly inform their line manager
- ✓ Apply the same professional standards regardless of race, religion, gender or sexual orientation
- ✓ Be aware of the name of the designated person with responsibility to safeguard the children and also understand their responsibilities under the child protection policy
- ✓ Understand that any breaches in the law or professional expectations might lead to criminal proceedings being taken against them
- ✓ Understand their responsibilities to report the unprofessional conduct of other adults working in or on behalf of St Bede's Childcare Ltd.

## **Professional Confidentiality**

Staff must be aware that they must not use confidential information about a child or their family for their own benefit. Any information held by a setting about a child must not be shared casually in or outside of the setting. Information that might suggest that a child is at risk of significant harm must be shared with the safeguarding officer, in accordance with the child protection policy.

## **Staff behaviour**

All staff have a responsibility to maintain high standards of personal conduct both within and outside their working hours. All staff must not do or say anything both in person and on any form of social media that might bring the setting or company into disrepute.

I am signing as an appointed Support Partner with the Early Years Improvement Project to state that I fully understand the conditions of this Code of Conduct and will adhere to the points above.

Name of staff member: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_