

## Code of Conduct and Disciplinary Policy

All staff will be asked to sign to show they understand and accept this policy.

### Expected conduct and responsibilities

The following is expected from all staff at all times:

- Value and respect children as individuals and encourage the same from others.
- Be aware of and understand the safeguarding and child protection policy.
- Be aware of and understand the health and safety policy, emergency procedures policy and missing child policy.
- Treat all children equally irrespective of background, gender or any other differences.
- Deal positively with any behaviour incident, and never belittle, berate or shout at children.
- Be enthusiastic and proactive with children and parents.
- Deal professionally with parents and colleagues. Be sensitive and understand others points of view.
- Be reliable and punctual. If being late is unavoidable, the manager or deputy manager must be telephoned.
- Report and log all accidents.
- Be aware of the need for confidentiality in professional practice. Information about the nursery and children who attend the nursery should not be discussed in public. Confidential information received should not be disclosed unless required by law or to protect the interest or welfare of the child.
- Be professional and discrete in personal use of social media; never share photos or information about the nursery or any child outside of the agreed nursery channels.
- Perform all the duties stated in their specific job description or statement of terms.
- Know and adhere to all Into The Woods policies.

### Disciplinary procedure

Staff are expected to meet the responsibilities set out in their specific job description or statement of terms and the above general code of conduct. Failure to do so will be considered poor performance or misconduct. Such incidents will be treated as disciplinary matters, and will be handled using the guidelines set out by ACAS in *Discipline and grievances at work: The Acas guide*.

### Gross misconduct

All the examples of gross misconduct detailed in the ACAS guide will be treated as gross misconduct at Into The Woods. In addition, the following may be deemed as gross misconduct:

- failure to follow the safety practices detailed in the *Health and Safety Policy* and *Emergency Policy*;
- failure to notify the management of a significant child protection concern.

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### Policy review

Last reviewed: 12 November 2018

Last modified: 12 November 2018

Next review date: November 2020