

CODE OF CONDUCT

Professional Behaviour Expectations

All employees must follow OFSTED welfare requirements, Health and Safety regulations and all Nursery policies and procedures. Employees have a duty to ensure children are safeguarded at all times and have a solid knowledge of child protection issues and an awareness of the definitions of harm, abuse and neglect.

Employees must maintain the highest possible professional standards and performance and aim to continuously keep up to date and improve their professional knowledge.

Interaction with Colleagues

Employees must work co-operatively with colleagues, support and learn from each other and accept differences in personal style.

Employees must respect, and seek, where necessary, the professional opinions of colleagues in their area of competence, and acknowledge their contribution.

Employees must comply with all lawful and reasonable directions given. Complaints arising as a result of these directions must be discussed with a Manager in order to come to a successful resolution to the complaint.

Employees dissatisfied with the outcome may address a further meeting to have the matter resolved. Employees must continue to carry out any lawful and reasonable directions that may be given until the matter is resolved (refer to Grievance/Disciplinary Policy).

Employees are encouraged to report to a Manager any behaviour by another employee they consider to be unethical. This may include behaviour that is believed to violate any law, rule or regulation or represents corrupt conduct, substantial mismanagement of resources, or is a danger to public health or safety or to the environment. Reports of such behaviour will be protected against reprisals providing the claim is based on a reasonable belief, is reported to an appropriate person and is in no way vindictive (refer to Equal Employment Opportunity Policy).

Employee decision making and professional conduct must be consistent with the provisions of Equal Opportunities legislation. Employees must ensure they observe the Equal Opportunities principles, exhibit appropriate behaviours and provide a work environment free from harassment (including sexual), bullying and discrimination.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not be sent by email or any other form of electronic communication or displayed or stored on any of the Hopes and Dreams computers (refer to E-Safety Policy regarding Internet usage).

Alcohol and Drugs

Alcoholic beverages must not be consumed at Hopes and Dreams under any circumstances. Employees must not allow the consumption of alcohol or drugs to adversely affect their work performance or official conduct.

Personal Presentation

In order to promote a professional image that enhances the Nursery School and promotes a positive business image, all employees must maintain an acceptable standard of grooming and personal presentation. All employees are required to follow the dress code and wear full issue of uniform where one is provided by the Nursery School.

Behaviour Outside Hours of Duty

Employees must conduct their personal affairs in a manner that does not affect their official duties. Employees must be aware that their activity or behaviour outside of working hours could bring the integrity of the Nursery School into disrepute.

Social Networking

Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the Nursery School's reputation.

Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the Nursery School.

Staff are not permitted to allow parents to view their pages on social networking sites or engage parents in any form of social networking.

Use of Official Resources

Employees must ensure that all resources within their area of responsibility are used effectively and economically in the course of their duties.

Employees must use facilities and equipment including computers, email, Internet access and mobile phones for official purposes only, unless the Nursery School Manager has given permission for limited private use.

Security of Information

Children, parents and employee-related information is confidential. Any information regarding parents, children, employees and/or a service will not be conveyed to another person without appropriate authorisation. All employees must comply with legislative requirements in respect to policies relating to confidentiality and privacy.

Confidentiality with respect to business/finance information and security of systems information (Information Technology) will be adhered to by all employees.

Personal Information

Employees may collect, use and disclose any personal information that is necessary for the performance of their work or required by law.

Consent will be obtained from individuals concerned for the use of sensitive information such as racial or ethnic origin, political views, religious beliefs, sexual preferences or criminal record. Employees must ensure that the information is accurate, complete and up to date.

Employees must take reasonable steps to protect personal information from misuse and loss, and from unauthorised access, modification or disclosure. Each person will be advised that they have a right to access their personal information and seek corrections to it.

Conflict of Interest

Employees must act in the public interest and not in any manner designed to gain unfair advantage for themselves or other individuals, family, friends or business acquaintances. This particularly applies with respect to obtaining contracts or purchasing of goods and services.

Gifts and Benefits

Employees must not seek to accept favours or gifts for services performed in connection with official duties. Employees must not use their position to encourage or obtain a private benefit.

In order not to be considered a bribe, gifts and hospitality must not be used to encourage dishonest benefits; therefore, employees are not in breach if gifts/hospitality are given in festive spirit or a reward for good service. In addition to this, the monetary value of the gifts is irrelevant as long as these are given in good faith with no ulterior motive. You may accept:

- Low-value token gifts produced for the purpose of being given away, if given by an existing customer or supplier. Occasional boxes of confectionery, etc., may be given to a team of employees or as an individual gift.
- Hopes and Dreams employees may occasionally receive invitations from parents, suppliers or others to hospitality or entertainment events. You may not accept such invitations. It is important that all Hopes and Dreams employees' actions are able to withstand scrutiny, and not cause any embarrassment to the Company, employees themselves or any third party, including contractors or suppliers.

The following conduct is absolutely prohibited under this Policy:

- Making or accepting gifts or payments with ulterior motives in order to obtain favours or in return for favourable services
- Hopes and Dreams employees must never offer, pay, solicit or accept bribes in any form, including facilitation payments
- Employees must maintain a high standard of professionalism and not open themselves up to suspicion of dishonesty or put themselves in a position of conflict between their work and their private interests
- Gifts and entertainment given and received as a reward, inducement or encouragement for preferential treatment or inappropriate or dishonest conduct

Criminal Offences

Employees must immediately inform their Manager if charged with a criminal offence punishable by imprisonment or, if found guilty, would significantly affect his/her ability to perform normal duties.

Outside Employment

Employees must not engage in outside employment, or conduct a business, trade or profession, outside the Nursery School, while employed by the Nursery School, where it might interfere with their work within the Nursery School or generate a conflict of interest, without written authority from the Management. If approval is granted it is the employee's responsibility to ensure at all times that the additional employment does not interfere with work performance and that there is no conflict of interest.

Consideration of requests to engage in outside employment would be concerned with establishing whether the outside employment would interfere with the proper performance of official duties and whether it would give rise to a conflict of interest.

Employment after Leaving the Nursery School

Confidential information obtained in the course of duty will not be relayed to anyone else. Once employees have left the Nursery School, confidential information obtained during employment will not be used to advantage the prospective employer or disadvantage the Nursery School.

Non Solicitation

Employees will not, for a period of six months following the termination of employment, either personally or by an agent, whether on their own account or in association with any other person, canvass, solicit or endeavour to take away from the Nursery School the business or custom of any customer of the Nursery School with whom they have personally dealt.

Non Competition

Employees will not, for a period of six months after the termination of employment, either personally or by an agent, whether on their own account or in association with any other person, engage in business with or be in any way interested in any company, firm or organisation within the Borough of Islington that engages in or carries on the business of Nursery School provision.

All staff will appreciate that departure from the provisions of this Code of Conduct may result in disciplinary action

Reviewed on: September 2019

Signed on behalf of the Nursery School: 

Next review date: September 2020