



Code of Conduct

Purpose of the Policy

This Code of Conduct outlines the expectations for all staff, volunteers, and visitors within our setting. It ensures a professional, safe, and respectful environment that upholds the welfare and rights of all children in line with the **Early Years Statutory Framework (EYFS)** and safeguarding best practices.

1. Professional Conduct

- Staff must act as positive role models, demonstrating kindness, patience, and professionalism.
- Maintain appropriate professional boundaries with children, parents, and colleagues at all times.
- Follow all safeguarding policies and procedures, including the **Prevent Duty**, **Intimate Care Policy**, and **Safeguarding Policy**.
- Refrain from using inappropriate language, behaviour, or personal discussions within the setting.
- Dress in an appropriate, professional manner suitable for working with children.

2. Safeguarding & Child Protection

- All staff have a duty to report any concerns regarding a child's welfare to the **Designated Safeguarding Lead (DSL)** immediately.
- Never engage in physical punishment or inappropriate discipline.
- Avoid being alone with a child in a secluded area where others cannot see.
- Always promote the dignity, privacy, and independence of children, particularly regarding **intimate care** and personal hygiene.

3. Communication & Social Media

- Maintain confidentiality at all times regarding children, families, and staff members.
- Do not discuss work-related matters, including children's information, on social media or outside of the workplace.

- Professional email and communication channels should be used for all work-related interactions.
- Avoid personal relationships with parents that may compromise professional integrity.

4. Health & Safety

- Follow all health and safety guidelines, including risk assessments and emergency procedures.
- Report any hazards, injuries, or concerns to the appropriate manager immediately.
- Do not bring or use alcohol, drugs, or substances that may impair judgment while working.

5. Equality, Diversity & Inclusion

- Treat all children, parents, and colleagues with respect, fairness, and without discrimination.
- Challenge any discriminatory behaviour or language in a professional and constructive manner.
- Ensure that all children feel valued and included, regardless of background, ability, or needs.

6. Confidentiality

- Staff must not share personal or sensitive information about children, families, or colleagues without authorisation.
- Any breaches of confidentiality must be reported to management immediately.
- Follow **GDPR** guidelines in handling data and storing personal information securely.

7. Whistleblowing

- Staff must report any concerns about misconduct, safeguarding breaches, or inappropriate behaviour to the DSL or senior management.
- No staff member will be penalised for raising a legitimate concern in good faith.
- All reports will be taken seriously and investigated thoroughly.
- If a concern cannot be raised within the setting, staff can contact:
 - **Local Authority Designated Officer (LADO) for Leeds:** 0113 378 9687 / lado@leeds.gov.uk
 - **Local Authority Designated Officer (LADO) for York:** 01904 551783 / lado@york.gov.uk
 - **Local Authority Designated Officer (LADO) for Harrogate (North Yorkshire County Council):** 01609 533080 / lado@northyorks.gov.uk
 - **Ofsted Whistleblowing Hotline:** 0300 123 3155 / whistleblowing@ofsted.gov.uk
 - **NSPCC Whistleblowing Advice Line:** 0800 028 0285 / help@nspcc.org.uk

8. Breaches of the Code of Conduct

- Any violation of this Code of Conduct may result in disciplinary action, including verbal/written warnings or dismissal.

- Serious breaches, particularly those relating to safeguarding, may be reported to external authorities such as **Ofsted, Local Authority Designated Officer (LADO)**, or the **police**.

9. Review & Monitoring

This policy will be reviewed annually to ensure it aligns with legal requirements and best practices.

Last Reviewed: [Insert Date]

Next Review Due: [Insert Date]

Signed: [Your Name]

Role: [Your Role]