



12.4 Staff Code of Conduct

The Staff and trustees of Bizzy Bees Pre-School are jointly responsible for the control and management of the charity. This document outlines the expectations of Staff in carrying out their role. This conduct applies to all staff whether employed on a permanent, temporary or casual basis. All employees should follow this code, deliberate breaches of the code of conduct will be treated with as a disciplinary offence. Trainees and students on placement should be directed to the Code of Conduct and are expected to comply with all aspects that are deemed pertinent to their placement in the setting.

Purpose

The purpose of this Code of Conduct is:

- To identify boundaries, competencies and responsibilities
- To agree communication and accountability frameworks
- To explain your rights as an employee

The Code of Conduct should be read in conjunction with a job description, contract of employment, disciplinary and grievance procedures, complaints procedures and all policies and procedures relevant to the setting

Values and principles

- To act in the best interests of Bizzy Bees Pre-School and the children and families who access its services.
- To commit to achieving the aims of the charity and to act in accordance with the charity's governing document, policies and procedures to fulfil its objectives.
- To act prudently and with care when managing the finances, resources and operations of the charity.
- To commit to ensuring that Bizzy Bee's Pre-School provides quality childcare provision based on equality of opportunity and valuing diversity for all children and families.

Policies and procedures

- Bizzy Bees Pre-School have a range of policies and procedures which apply to all employees. All employees must read these and comply with their terms. The failure to do so may result in disciplinary action being taken.

Law

- To understand your responsibilities and to keep up-to-date with good practice; in order to ensure that the charity meets relevant statutory and legal requirements.
- To contribute to ensuring that all policies and procedures comply with relevant legislation.
- To ensure the childcare provision is operating within the requirements of the Early Years Foundation Stage framework.

Safeguarding and child protection

- To support the charity's commitment to safeguarding children.
- To follow the charity's safeguarding children and child protection policies and procedures, to ensure that all children in the care of the setting are protected from harm.



Employee rights

Sickness:

It is your responsibility to:

- attend work at the expected time
- inform your line manager, in accordance with agreed arrangements, prior to any absence, or as soon as is reasonably practicable
- provide a reason for all absences and if possible the anticipated length of absence, plus details of any work which needs to be covered urgently
- keep your line manager informed of progress and your likely date of return, if the period of sickness continues
- comply with health and safety requirements
- comply with certification arrangements as outlined below:

Length of sickness absence	Responsibility of employee
For sickness up to seven days	Complete a Self-certification of Sickness form on the first day of your return to work.
If sickness extends beyond seven days	Obtain a fit note from your GP and continue to provide fit notes promptly if the period of sickness continues.

- give as much notice as possible of the date and time of return, and report directly to your line manager on return from sickness absence
- comply with your line manager's request to take care of your health generally
- contact your manager immediately before you return to work if your GP has issued you with a fit note which states that you are 'fit for work' with recommended adjustments

It is important that you follow the sickness reporting responsibilities. If you do not, we may have to take disciplinary action against you. As part of the normal managerial process for managing sickness absence, the early years setting has put in place a number of interventions including:

- return to work interviews and appropriate sickness absence meetings, to establish causes and agree remedies for absences
- sickness reporting systems

We may request a fit note that confirms fitness to work following sickness absence in cases where the prognosis is unclear or where there has been a protracted or repeated period of sickness absence. In these cases, we also expect you to familiarise yourself with the Fit for Work service (fitforwork.org/employee) and agree to a referral to the service where appropriate. If specific adjustments to your duties, hours or working conditions are made by Fit for Work or your doctor, we expect you to engage in discussions about how to implement these recommendations. Recommendations are not binding on the setting, but will be carefully considered.

Serious illness

In order to meet our obligations under food safety and health and safety legislation, it is very important to let your line manager know if you are suffering from or have been in contact with a carrier of any serious illness, if it is:

- contagious
- infectious



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB

Tel: 01234 767785

Website: www.bizzybeespreschool.org

Email: bizzybeespreschool@btconnect.com

Charity Number: 1172751

Ofsted: EY556019

- likely to cause food poisoning

Medical and dental appointments

We prefer you to make appointments with your doctor, dentist or hospital outside working hours or at the beginning or the end of the working day. Where this is not possible, agree a mutually convenient time with your line manager and give at least 48 hours' notice.

Antenatal rights

Entitlement to leave (and pay) for antenatal appointments is as follows:

- Pregnant employees are entitled to reasonable paid time off for antenatal care. For a first baby, women can expect to have up to 10 antenatal appointments and will need to show documentation confirming appointments to their employer after their first appointment. If an employee has previously had a baby then they may have about seven antenatal appointments.
- Fathers, partners and civil partners of pregnant women are entitled to unpaid time off to attend two antenatal appointments.
- Surrogate parents could also be entitled to attend two unpaid antenatal appointments if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child.
- Employees who are adopting a child are entitled to take paid time off too. The main adopter is allowed to take paid time off for up to five adoption appointments and their partner is entitled to take unpaid time off for up to two appointments.
- Time off for each appointment is capped at six and a half hours. If longer is required, this will need to be taken as annual leave. Anyone requesting time off will need to sign an Antenatal Appointment Declaration form, available from the Manager.

An employee or agency worker (after 12 weeks in the same role) has a qualifying relationship with a pregnant woman or her expected child if he or she:

- is the husband or civil partner of the pregnant woman
- lives with the pregnant woman in an enduring family relationship, although is not her parent, grandparent, sister, brother, aunt or uncle
- is the father of the expected child
- is an intended parent in a surrogacy situation who meets certain conditions (for example, is a potential applicant for a Parental Order in respect of the expected child)

Time off for the pregnant employee is not restricted to medical appointments and could include other antenatal care made on the advice of a registered medical practitioner, such as relaxation classes and parenting classes. You must show the setting an appointment card which shows that the appointment has been made.

Maternity benefits

In order to claim the right to any level of maternity leave and/or pay, you are required to:

- advise the early years setting of the fact that you are pregnant
- provide medical evidence from a registered medical practitioner or midwife stating the Expected Week of Confinement (EWC), such as your MATB1 (this will be required for the purpose of claiming Statutory Maternity Pay)
- provide written notice of when you intend to start taking maternity leave and/or pay by the end of the 15th week before the EWC

Your line manager can provide full details of what you are required to do and your entitlements,



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespreschool@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

including the obligation to take at least two weeks' maternity leave following the birth of your child. We request that you notify your line manager of your pregnancy as early as possible. Following notification, your line manager will confirm full maternity entitlements including paid and unpaid leave, and time off for antenatal care. This will also enable us to make any necessary arrangements for your safety at work during the pregnancy.

Keeping in touch days

You may carry out up to 10 days' work for the early years setting during your statutory maternity leave period without bringing your maternity leave to an end. The purpose of this provision is to allow you to 'keep in touch' with the workplace. Work includes any work done under the contract of employment and may include training or any activity aimed at keeping in touch. Any work carried out in the course of a day constitutes one day's work.

Paternity leave

Eligible employees can choose to take either one or two consecutive weeks' paternity leave, paid at the Statutory Paternity Pay (SPP) flat rate, during the weeks immediately following their child's birth. If you have average weekly earnings below the lower earnings limit for National Insurance purposes, you will not qualify for SPP.

You will need to satisfy the following conditions in order to qualify for ordinary paternity leave. You must:

- have, or expect to have, responsibility for the child's upbringing
- be the biological father of the child, and/or the mother's husband or partner; or be the adopter's spouse or partner
- have worked continuously for the setting for 26 weeks leading into the 15th week before the baby is due, or, if you are adopting, the week in which you are notified of being matched with a child
- be taking the time off to support the mother and/or care for the baby

Paternity leave must be completed within 56 days of the actual date of birth of the child or the adopted child's placement. You will be required to inform your line manager of your intention to take paternity leave by the 15th week before the baby is expected, or within seven days of you being notified by your adoption agency that you have been matched with a child (unless this is not reasonably practicable).

Equality and diversity

Bizzy Bees is committed to recognising, valuing and respecting the diversity of its employees, service users, volunteers and job applicants. We aim to ensure that all individuals involved with our setting will be treated in a fair and consistent manner.

We recognise that certain people face discrimination based on factors such as their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation. With this in mind, we will work within the current legislative framework and within the sphere of best practice in order to promote equality and value diversity, and work to address unfair treatment, discrimination and prejudice where found within the workplace.

It is expected that the principles of diversity and equality will underpin all of our work, and the work



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB

Tel: 01234 767785

Website: www.bizzybeespreschool.org

Email: bizzybeespreschool@btconnect.com

Charity Number: 1172751

Ofsted: EY556019

of our employees.

Induction and probation

Through our induction practices, we seek to ensure the effective integration of new employees into the Bizzy Bees for the benefit of both new employees and the early years setting. Your induction programme will normally consist of physical and organisational orientation, health and safety information, an explanation of the terms and conditions of employment and a clear outline of the role and its requirements.

Your line manager will arrange for you to have a comprehensive and useful induction.

Most new employees, except those on short term contracts, are placed on probation for a period of six months. The objectives of the probation period are to:

- set and assess performance with standards and targets
- discuss future objectives, priorities and targets
- determine training needs
- discuss personal development
- ensure that you are capable of and willing to fulfil the requirements of the job

During the probation period, and throughout any extension of the probationary period, employment may be terminated by either you or Bizzy Bees giving one week's notice in writing. Thereafter, termination will be governed by the notice period detailed in your Statement of Terms and Conditions of Employment.

As probation periods can be extended, regular performance reviews should continue during the extended period.

If your contract of employment has been terminated as a result of the probationary process, you will have a right of appeal.

Supervision

Supervision meetings are a two-way discussion between the employee and line manager. For these meetings to be effective, each person must recognise the value of supervision and take equal responsibility for ensuring effective communication and co-operation.

Supervision meetings seek to ensure that you are clear about what your job involves, what the setting wants you to do, and for you to be supported to do your job well. The meetings are there to set and communicate standards, and to ensure that you understand how you are expected to meet them. Areas for discussion could include:

- the development and well-being of your key children, agreeing a schedule of actions
- your workload
- concerns or team issues
- relationships with parents/carers
- your individual performance and objectives
- the performance of the setting as a whole
- training and development
- progress following the previous supervision
- time management



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespreschool@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

- requests for annual leave
- any changes in your circumstances e.g. change of address or police caution

You are expected to produce work to the expected standards and strive for continuous development. We also expect an open, non-defensive response from you when your work is being discussed. In return you will be supported to deliver excellent performance.

Appraisal

The annual appraisal meeting is designed to reflect on and analyse past job performance, and look forward with a view to improving future performance. The overall objective of the appraisal process is to help employees to maximise their job performance for the joint benefit of the appraisee and the early years setting.

Quarterly review meetings will take place across the year to review the objectives set and progress made against them.

Working hours

We expect you to work your full contractual hours each week. If you do not perform your full contractual hours, your salary payment will be adjusted accordingly.

Resignations

When resigning, it is important that your resignation is in writing to avoid confusion about your resignation date. Your required notice period is set out in your statement of terms and conditions of employment. As part of this process we will ask you for feedback on your decision to resign, in order to improve our retention practices, where appropriate.

Notice periods

The notice period that needs to be given by you and the setting to end your employment, both during, and after completion of your probationary period, can be found in your Statement of Terms and Conditions of Employment.

In the event of termination of the contract of employment by either party, your line manager will confirm your final day of employment

Change of personal details

If you change your address, contact details, next-of-kin details or bank account, you are required to immediately inform us to ensure our records are up-to-date. If you change your name by marriage or deed poll, then the original relevant legal document must be presented to us for review e.g. marriage certificate.

Data protection

The Data Protection Act 1998 is intended to protect people's privacy by controlling the use of personal information held on computer and filing systems. Bizzy Bees holds and processes the data it collects about you during your employment only for the following purposes:

- administration and management of employees
- our business
- compliance with relevant procedures and laws



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespre_school@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

All data is treated with absolute confidentiality and security measures are taken at all times. If you are dealing with data relating to the early years setting or its users, you must take adequate precautions to ensure confidentiality and to protect [name of early years setting] and its employees from any liabilities.

We expect all employees to observe the Data Protection Act 1998 when collecting, processing and storing early years setting related data. For further guidance please contact your line manager

Resolutions

Dignity at work

We are committed to ensuring that you are treated with dignity and respect at work. Bullying and harassment of any kind will not be tolerated.

Examples of what we deem to be unacceptable behaviour include:

- unwanted physical contact
- spreading offensive or malicious rumours, insulting, ridiculing or demeaning someone, or setting them up to fail (particularly on the grounds of what are known as 'protected characteristics': age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex and sexual orientation)
- insulting behaviour or gestures
- deliberate exclusion from conversations or social activities
- unfair treatment
- misuse of power or position
- unwelcome sexual advances e.g. touching, display of offensive materials or jokes
- offensive or suggestive literature or remarks
- embarrassing, threatening, humiliating, patronising or intimidating remarks
- deliberately undermining a competent worker
- preventing individuals progressing by intentionally blocking promotion or training opportunities
- using electronic means or social networks to bully, harass, demean or offend someone
- physical or verbal assault
- damage to property

If you feel that you have been treated in a way you find unacceptable, please speak to your line manager in the first instance or [a more senior manager, owner/director/trustee].

Disciplinary procedure

Our disciplinary procedure is designed to encourage all employees to achieve high standards of conduct, attendance and work performance. The procedure provides a fair, effective and consistent method of dealing with disciplinary matters. You are expected to know the standard of conduct or work performance expected of you. You will be allowed to respond to any alleged fault or failing.

You are always entitled to be accompanied by a work colleague or a recognised trade union representative at a disciplinary meeting. For minor or isolated infringements of rules or expected behaviour, the early years setting may give you informal advice, coaching and guidance. If your conduct or performance fails to improve as a result of this advice, coaching or counselling, or where the offence is more serious, then the disciplinary procedure will be applied.



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespre_school@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

We consider the following issues to constitute gross misconduct:

- theft, fraud and deliberate falsification of records, expenses, qualifications and other offences of dishonesty
- physical violence
- serious bullying or harassment deliberate damage to property
- conviction of a criminal offence relevant to the employee's role gross negligence
- serious insubordination
- misuse of the setting's property or name
- misuse of electronic communications which defames individuals or brings the organisation into disrepute
- bringing the organisation into serious disrepute
- serious incapability whilst on duty brought on by alcohol or illegal drugs
- serious negligence which causes or might cause unacceptable loss, damage or injury
- serious infringement of health and safety rules
- serious failure to comply with policies, procedures and legal requirements, including those that safeguard children
- serious breach of the early years setting's and statutory policies
- serious breach of confidentiality (subject to the Public Interest (Disclosure) Act 1998)
- defaming or bad mouthing the setting on social networking sites serious breaches of the Data Protection Act
- bribery and corruption

This is not an exhaustive list.

Capability procedure

Our capability procedure is designed to ensure that cases of unsatisfactory performance are dealt with similarly and fairly, with the prime objective of improving an employee's performance to the required level. The procedure seeks to establish whether a concern about work performance is a misconduct or capability issue. Performance concerns due to lack of knowledge or skills are normally addressed through the early years setting's capability procedure. For example, if you are incapable of working to required standards through no fault of your own, then the setting's capability procedure will come into effect. Concerns about work performance due to carelessness, neglect or lack of effort are dealt with through the disciplinary procedure as misconduct.

Grievances

If you have a complaint about your individual circumstances at work, then you are entitled to raise a grievance. The key steps for resolving a grievance are:

- Discuss ordinary day-to-day issues informally with your line manager through supervision meetings, or if necessary request a separate meeting. Where this is not possible, you should raise your concerns verbally with the next level of management, prior to raising a formal grievance.
- If after seeking to resolve your concerns informally you are not satisfied, then write to the early years setting, explaining your grievance.
- We will invite you to a meeting to discuss the grievance. You will have the right to be accompanied at the meeting by a work colleague or trade union representative. The outcome of the meeting will be confirmed to you in writing.
- You will have the right of appeal. Following an appeal the final decision will be confirmed to you in writing.



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespreschool@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

Whistleblowing

It is important that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured. Whistleblowing relates to all those who work with, or within, the early years setting, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the whistleblowing procedure outlined below:

- Report any concerns to your line manager. If this is not possible, then report your concerns to a more senior manager [or the owner/a director/a trustee].
- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- You should be mindful and report any wrongdoing, which could include:
 - abuse of a child or vulnerable person
 - a child, parent, employee or volunteer being put at risk of harm
 - unsafe working practices
 - a failure to comply with statutory or legal obligations
 - a criminal offence which has or is about to be committed
 - the use of unsafe equipment
 - falsification of financial records
 - bribery and/or corruption which has taken or is about to take place
 - covering up wrongdoing or malpractice
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualifying disclosure (something that it is in the public interest to disclose) will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure, the early years setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, vexatious or false allegation, this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to [a more senior manager/the owner/a director/a trustee].



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespre_school@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

Safeguarding children

Bizzy Bees is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed *Safeguarding Children, Young People and Vulnerable Adults* policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

Checks on staff suitability

Checks undertaken by the early years setting will include:

- an explanation from you for any gaps in your employment
- references, with at least one being from your current or most recent employer
- a satisfactory enhanced DBS check and subscription to the DBS update service (having a conviction will not automatically prevent you from taking up employment)
- a request to obtain a Certificate of Good Conduct or equivalent from the relevant countries, if you have lived abroad in the past five years
- proof of essential qualifications
- Ofsted approval, where relevant
- completion of a medical questionnaire that is satisfactory to the setting
- proof of your identity (via the production of documents on an approved list)
- proof of the right to work in the UK (via the production of documents on an approved list)

Any false information provided may leave your continued employment at risk.

DBS

The Disclosure and Barring Service (DBS) provides a barring and criminal records disclosure service. Its role is to ensure that anyone who presents a known risk to children and vulnerable groups is prevented from working with them. To achieve this, the DBS is responsible for making independent barring decisions. It maintains two constantly updated lists, one for those barred from working with children, the other for those barred from working with vulnerable adults. It is an offence for a person on the DBS children's barred list to work in a childcare role. It is also an offence for a childcare provider to knowingly employ a barred person in a childcare role. In circumstances where individuals have demonstrated a risk of harm to children or vulnerable adults, childcare employers are legally obliged to refer information about the concerns to the DBS.

DBS Update Service

To ensure we safeguard the children in our care, Bizzy Bees requires employees to subscribe to the DBS Update Service which has been set up to allow regular checks for new information on employees' suitability. If you have already subscribed to the service, we require your consent to perform checks as required. If you have not yet subscribed, you will need a new enhanced DBS check, and we require you to subscribe to the DBS Update Service within 19 days of receiving your new certificate. You must maintain this subscription throughout your employment with us.

As subscription to the DBS Update Service is transferable between jobs, you are personally responsible for the cost of subscription. [If you fail to register or maintain your subscription, the cost of any subsequent checks will be deducted from your pay.]

Disqualification by association

You have an obligation to disclose to the setting if you, or to the best of your knowledge, someone you are living with:



- is on the DBS children's barred list
- has been cautioned for or convicted of certain violent and sexual criminal offences against children and adults (including those committed overseas)
- has been cautioned, is subject to a court order, bound over, received a reprimand or warning, or found guilty of committing any offence against a child
- has had any care orders made in respect of a child under the person's care
- has had registration refused or cancelled in relation to childcare or a children's home, or is disqualified from private fostering (except where the sole reason is non-payment of fees)

Reporting concerns

You have an obligation to report any concerns relating to the health, safety or welfare of children within the early years setting. If you have any concerns, these should be communicated using the line management or whistleblowing arrangements.

Police investigation, caution or charge

You have an obligation to report any incident, which you are subject to, which leads to a police investigation, caution or charge, which is related to your employment (e.g. a child related offence). If you are uncertain as to whether to report being subject to a police investigation, caution or charge you must speak to your line manager.

Attendance and timekeeping

- Employees are required to comply with rules outlined in staff induction.
- Employees are required to arrive at work promptly and start work at the time they are contracted to do so. Employees are expected to remain at work until the time they are contracted to.
- Employees must obtain management permission if for any reason they wish to arrive or finish at any different time.
- Persistent poor time keeping can result in disciplinary action being taken

Meetings

- To aim to attend all meetings; sending apologies in advance where possible.
- To play an active part in discussions and decision-making (where applicable); exercising your own independent judgement, but understanding that decisions are collective.
- To ensure that any matters raised individually are brought to the attention of your Line Manager and/or committee members, where appropriate.
- To work effectively as part of a team with the other members of staff and committee members, avoiding disagreements; expressing your own ideas, perspectives and opinions and in return respecting fellow trustees' views and experiences.

Professional Development

- It is expected that a childcare practitioner will continually update their knowledge and skills through a life-long learning approach.
- At all times, a childcare practitioner should not undertake an activity that they do not feel competent in, or that is outside their area of practice and knowledge.
- The employer at all times acknowledges the strengths and limitations of a childcare practitioner's expertise within a competency framework.



- There is mandatory training that all employees should undertake. Childcare practitioners need to identify what is expected and ensure that they attend these sessions. This will be discussed during induction.

Alcohol, Drug Abuse and Smoking

- The consumption of alcohol on the premises is forbidden. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. A breach of this condition is considered an act of gross misconduct.
- The possession, use or distribution of drugs for non-medical purposes on the premises is strictly forbidden. Any employee who is found to be under the influence of any illegal substance at work will face disciplinary action under the disciplinary procedure. A breach of this condition is considered an act of gross misconduct.
- Smoking is forbidden on the premises and whilst on duty off the premises. Any employee who is found smoking on the premises, other premises where not permissible or on duty off the premises will face disciplinary action under the disciplinary procedure.
- Employees who wish to smoke before their shift commences or at break times, must ensure that they are at a considerable distance from the building. Employees have a duty to ensure that they do not smoke at any time during working hours.
- Cigarettes, matches and lighters must be kept in the staff room.

Medication

- Employees must not be under the influence of any medication which may affect their ability to care for children. If an employee is prescribed medication that may affect their ability to effectively carry out their duties at work this should be discussed with their line manager.

Health and Safety

- Bizzy Bees Pre-School will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments.
- All activities should be carried out with the highest regard for the health and safety of all employees, children and visitors. Employees have a responsibility to carry out tasks in accordance with training received.

Mobile Phones and cameras.

- Employees must keep their personal mobile phones in the phone box in the office whilst on duty. The use of personal mobile phones is not permitted in any spaces that are accessed by children.
- Employees must only use cameras provided by the setting to take photographs of children. Failure to comply will result in disciplinary action under the disciplinary procedure.
- See Online Safety policy.

Social Networking

- Employees must ensure that social networking sites used are set as private so that only authorised persons can have access to these.
- Employees must not accept or invite any children or their families to use their private sites.
- Employees must never contact any children or their families using their private social networking sites.



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespreschool@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

- Employees must never upload any photos, comments or information about the setting or any persons linked with it. See Social Media Policy.

ICT

- Employees must not use any ICT services or equipment for copying, storing, sending or retrieving unacceptable material. 'Unacceptable material' includes any documents, messages, information, graphics or other electronic data that:
 - Breaches UK legislation
 - Contains offensive, pornographic or obscene language or material
 - Plans, promotes, incites or facilitates any illegal or terrorist activities
 - Contains defamatory or slanderous language or material
 - Denigrates, insults or ridicules another person
 - Intimidates, bullies or harasses another person
 - Adversely comments on integrity, personality, honesty, character, intelligence, methods or motives of another person unless it is a factual response to a formal reference request
 - Provides or facilitates the use of computer hacking tools or virus toolkits.
 - Childcare practitioners must not use the internet, external electronic mail, external telephone, fax or any other form of electronic communication to transmit sensitive, subversive information, including:
 - Opinions that do not reflect the policies of the setting
 - Information that could damage the setting's reputation and standing in the community.

Dress Code

- All employees should wear uniform provided and name badges. Suitable indoor shoes should be worn inside the premises.
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory and is culturally sensitive
- Is clean and presentable, and fit for work purposes
- Childcare practitioners should ensure that hands and nails are kept clean, and that long hair is tied back. Jewellery should be minimal to avoid safety implications.

Accountability

- Employees are accountable to their employer for undertaking those activities that are associated with their job/role. Refer to Job description / specification. An employee must inform their line manager if they do not feel competent to undertake any activities and must request reasonable/appropriate training.
- Employees have a duty to report any behaviour by colleagues that raises concern.
- See Whistle blowing policy.
- Employees have a duty to respect families by:
 - Valuing their cultural diversity, opinions and choices
 - Being non-judgemental
 - Planning contacts/appointments with the parent
 - Seeking clarification and not assuming
 - By listening and responding appropriately
 - By acknowledging her/his own limitations
 - Maintaining appropriate behaviour and activities between the family and her/himself



- Employees have a responsibility to challenge any discriminatory remarks or behaviour against other staff members, visitors, children and their families.
- See Equal Opportunities Policy
- Employees have a duty to notify their employer of changes to personal details, changes to bank account information, change of address, telephone number, and any relevant health issues.

Convictions

Employees have a duty to notify their employer of any changes of circumstance which may affect their suitability to work with children.

Team and Partnership working

- Employees are to work co-operatively within teams and respect the skills, expertise and contribution of colleagues. They are expected to treat others fairly and without discrimination.
- Employees must communicate effectively, both verbally and in writing. As required, they must share their knowledge, skills and expertise with other team members in order to improve practice.
- A childcare practitioner must work with other members of the team to promote a care and learning environment that is conducive to safe and ethical practice.

Confidentiality

Employees must guard against breaches of confidentiality by protecting information from improper disclosure at all times and follow all appropriate policies.

Employees must only disclose information outside the immediate team if:

- It can be justified as being in the public interest.
- This is required to do so by law or by order of the court.
- There is an issue of safeguarding, and s/he must then act at all times in accordance with national and local procedures (See Safeguarding Children Policy).
- Employees who intend to share information about a child's care, learning and development with an outside agency i.e.: PRESENS, EMAS, or an additional childcare service used by the family) must seek prior permission from the child's parent.

Outside Commitments

- All employees should consult their employer before taking on additional employment. Additional employment must not conflict with the setting's interests or impair the employee's ability to carry out their role at the setting.

Vulnerable situations

- Employees should always encourage the child to undertake self-care tasks independently, where developmentally appropriate.
- Employees must be prepared to report any actions of another individual they deem inappropriate to senior management or their employer.
- When one to one situations are unavoidable, employees must take precautions to reduce the vulnerability of both the child and the adult, i.e.; informing colleagues of the situation, leaving room doors open.
- Childcare practitioners who are key persons must discuss intimate care routines with the child's parents. Pixies' Intimate Care Policy must be followed at all times.



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB
Tel: 01234 767785
Website: www.bizzybeespreschool.org
Email: bizzybeespreschool@btconnect.com
Charity Number: 1172751
Ofsted: EY556019

Home Visits:

Bizzy Bees believes that the health and safety of staff is of paramount importance. We support safe working, acknowledging the diversity of services and the needs of clients.

- Managers are responsible for ensuring that staff members are provided with a copy of the setting's policy and procedures for Staff Personal Safety and Home Visiting
- Staff are responsible for reading and understanding the Staff Personal Safety including Home Visits policy
- All staff have a responsibility to take reasonable care of themselves and others
- Whenever staff members become aware of a health and safety problem regarding lone working, home visits or issues regarding their personal safety, they must inform their line manager

Support

- To seek information, advice and guidance from relevant people or organisations as required.
- Where necessary, to undertake learning to ensure staff duties are carried out effectively.
- To actively support the employees of the setting.
- To ensure that suitable inductions are arranged for all new employees.

This employee code of conduct provides you with the employment framework within Bizzy Bees, the main terms and conditions of employment, entitlements and expectations for you as an employee. If anything is unclear or if you require any additional information, please discuss this with your line manager or an owner, director or trustee.

As a staff member of Bizzy Bees Pre-School I agree to abide by the fundamental values listed within this code of conduct.

Full name.....

Position.....

Signature..... Date.....