



Staff Code of Conduct Policy – Home-Grown in Malvern

1. Purpose

This policy sets out the standards of behaviour expected from all staff to ensure a safe, respectful, and professional environment for children, families, colleagues, and visitors. It supports compliance with the EYFS statutory framework, safeguarding legislation, and our nursery's values.

2. Scope

Applies to all employees, agency staff, students, and volunteers working within the setting.

3. Core Principles

- **Child-Centred Practice** – The welfare and safety of children is the top priority.
- **Professional Integrity** – Act honestly, fairly, and respectfully at all times.
- **Respect & Inclusion** – Treat everyone equally, without discrimination.
- **Confidentiality** – Protect personal information in line with GDPR and safeguarding protocols.

At Home-Grown all staff are expected to:

4. Professional Behaviour

- Arrive on time, prepared and appropriately dressed, in line with the nursery's dress code.
- Use positive language and behaviour management strategies.
- Maintain professional boundaries with children, parents, and colleagues.

We will not tolerate:

- Inappropriate language (including swearing), gestures, or poor conduct.

5. Safeguarding Responsibilities

- Follow the setting's Safeguarding & Child Protection Policy.
- Report any concerns immediately to the Designated Safeguarding Lead (DSL).

Staff should:

- Never use personal devices to photograph or record children.
- Avoid being alone with a child where possible and follow the "two-adult" rule when appropriate.

6. Communication & Social Media

- Use nursery-approved communication channels for work matters.
- Maintain a professional online presence.
- Never post nursery-related content, images, or opinions on personal social media.

7. Health & Safety

- Follow all health and safety procedures, including risk assessments.
- Report hazards, accidents, or incidents promptly.

8. Conflict of Interest

- Declare any personal or financial interests that could affect your role.

9. Breaches of the Code

- Breaches may result in disciplinary action.
- Serious breaches, especially safeguarding concerns, will be referred to external agencies.

10. Acknowledgement

All staff must sign to confirm they have read, understood, and agree to follow this policy.

Staff Declaration

I confirm I have read and understood the Staff Code of Conduct Policy and agree to abide by its principles.

Name: _____

Signature: _____

Date: _____