



CODE OF CONDUCT POLICY

FOR

THE COLOUR CORNER LTD

The Colour Corner expects all members of staff (At present: K. Blakey) to follow our **Code of Conduct Policy**, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Staff also have a responsibility to maintain their reputation and the reputation of The Colour Corner, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for The Colour Corner and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the setting (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the settings **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at the setting. If any member of staff exhibits such behaviour they will be subject to the setting's disciplinary procedures.

For more details see our **Aggressive Behaviour policy** and **Staff Disciplinary policy**.

Dress code

Whilst working at The Colour Corner staff will need to help to set up and pack away the setting, facilitate craft activities and engage in art activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty all staff should wear the approved company sweatshirt / T shirt & name badge at all times.

Confidentiality and social media

Staff must not pass on any information about children attending the setting, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the setting, the press, etc.)

Posting any material relating to The Colour Corner or its users on social media sites (unless *expressly* permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.



See our **Data Protection policy, Social Media policy, Safeguarding policy and Staff Disciplinary policy** for more details.

Use of mobile phones, wearable technology and cameras

Staff personal mobile phones must be kept in a safe cupboard during working hours.

If a member of staff needs to make an urgent personal call they can make a personal call from their mobile downstairs.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager or Deputy.

Staff may only use the club camera to take photographs of children at the setting, except with the express permission of the Manager.

Staff must **never** use their personal mobile phones, wearable technology or cameras to take photographs at the setting during working hours. Doing so will be considered gross misconduct and may result in dismissal.

Wearable technology such as Smartwatches and Fitbits are not permitted to be worn by staff

See our **Mobile Phone and Wearable Technology policy, Safeguarding policy and Staff Disciplinary policy** for more details.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on the premises, including the outside play areas. This includes Vaping and E-cigarettes

Staff are not permitted to bring alcohol or illegal drugs onto the premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately and seek medical advice as to whether the medication will affect their ability to care for children effectively.

Any prescribed medication needed by a staff member whilst at the setting, must be stored safely in kitchen cupboard out of reach and sight of the children attending the setting.

Staff Conduct and Suitability

Staff are expected to maintain high standards of behaviour and are expected to disclose any convictions, cautions, reprimands, warnings or other incidences that may affect their suitability to work with children. This is an ongoing commitment and expectation upon staff who are required to complete an annual declaration of continued suitability.

Low level concerns will be dealt with through the supervision procedures with your immediate line manager. Allegations about staff conduct will be handled in line with the staff disciplinary policy.

Any member of staff should feel confident to raise concerns about safe practice or other concerns about adults working with children in confidence and in line with the whistleblowing policy.



Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our **Staff Disciplinary policy**.

This policy was adopted by: Kimberley Blakey	Date: 1/9/26
To be reviewed: 1/9/27	Signed: K. BLAKEY

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Introduction [3.3], Suitable people [3.9,-3.15] Staff taking medication or other substances [3.21]*