



Name:	Date written: 24/2/22
Staff Code of Conduct	Review: 15/9/23
Written by:	Review: 20/09/24
Louise Lloyd-Evans	

Policy Statement

This policy is in place to ensure that the staff at Young Friend’s Kindergarten adhere to our shared values and ethos and are ambassadors for the brand.

Aims and Purpose

The nursery is a complex organization comprising a diversity of populations that have different relationships to one another. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community.

The procedures below ensure all staff members uphold the same principles and values while at work. This is not in any way meant to be directive, in fact the opposite is true. A baseline moral code of conduct enables every staff member has an equal voice, an equal understanding, and an equal place within the community. This Code of Conduct has been written in conjunction with the staff team and is organically revised.

Young Friends Kindergarten uses Early Years Alliance and ACAS for advice on all staffing matters.

Applicability

Staff

Definition of Terms

ACAS - Advisory, Conciliation and Arbitration Service.

They work with employers and employees to improve workplace relationships. They are an independent public body that receives funding from the government.

Early Years Alliance - [EYA Portal > My EYA \(eyalliance.org.uk\)](https://www.eyalliance.org.uk)

Overview

Nursery Team Values
 General Procedures
 Staff Dress and Appearance Code
Nursery Ambassadors

Procedures

Sustainability ● Respect ● Authenticity ● Supportive Leadership ● Community

Nursery Team Values

- o Strong Teamwork and Communication
- o Bright and Lively Optimism
- o Professionalism and Pride
- o Honesty and Respect
- o Innovation and Imagination
- o Child and Family Focussed

General Procedures

To ensure team cohesion, respect, well-being, and the safeguarding of all children in our care, all staff must:

- Display a non-judgmental attitude towards everyone.
- Adopt a cooperative, respectful, empathetic, and professional attitude when working with others.
- Use open communication skills and work from a foundation of trust.
- Be responsible and accountable for their actions.
- Be listened to and communicate clearly with others.
- Respect confidentiality on sensitive issues.
- Treat all colleagues with care, politeness, and respect.
- Support each other in their work and create a welcoming environment for new staff members.
- Display equality and inclusiveness in interactions with team members.
- Accept constructive criticism with a positive and proactive attitude.
- Be honest with each other and management at all times.
- Never be alone with children in an area where they cannot be seen by others or on CCTV.
- Report any concerns through whistleblowing when necessary.
- Understand that breaches of confidentiality, inappropriate discussions around children, or failure to adhere to their role descriptions are safeguarding issues and will result in disciplinary action.
- Inform management about any medication they are taking and its side effects.
- Never attend work under the influence of alcohol or any substances that impair their ability to work safely with children.
- Never smoke or vape on the premises.
- Refrain from using mobile phones, smartwatches, or personal photographic devices around children.

Staff Dress and Appearance Code

At Young Friends Kindergarten, the well-being of children, parents, and staff is paramount. While we respect individuality, the business, community, and safeguarding of children must always come first.

1. Hair and Jewellery

- Hair must be tied back and secured to prevent interference with daily activities.
- Long, dangly jewellery is not permitted.
- Jewellery is limited to essential, unobtrusive items (e.g., wedding rings). Young Friends Kindergarten cannot accept liability for any loss or damage to jewellery, including watches.

2. Tattoos and Piercings

- Tattoos and piercings are acceptable as long as they do not create a hostile, offensive, or distracting atmosphere for children, families, or colleagues.
- Tattoos on the neck or face are **strictly prohibited**. Any additional tattoos in these areas may result in termination of employment.
- Tattoos must be discreet and coverable when necessary, such as during outings, parent meetings, or formal settings.
- Extreme facial and body piercings (e.g., nose rings larger than a stud, excessive ear piercings, lip piercings) should be minimal and not detract from a professional setting. Inappropriate or extreme tattoos and piercings will be addressed on a case-by-case basis.

3. Prohibited Body Modifications

- The following extreme body modifications are **not permitted**: tongue splitting, lobe stretching, subdermal implants, eye tattoos, teeth colouring, lip stretching, tooth sharpening, eye jewellery, or other extreme modifications.
- Staff undergoing such modifications may be subject to termination, as these changes can impact the safety and emotional well-being of the children and staff.

4. Makeup and Perfume

- Excessive or heavy makeup is prohibited. Makeup should be subtle and appropriate for a childcare environment.
- Strong perfume or cologne is not allowed to prevent overwhelming or allergic reactions among children or staff.

5. Footwear

- Staff are not permitted to wear shoes in the kindergarten. Appropriate indoor footwear (e.g., slippers) may be used, provided it does not pose a hazard.

6. Nails

- Nails must be kept short and clean to prevent injury to the children.
- False nails, plastic nails, acrylic nails, and false eyelashes are prohibited due to hygiene and safety concerns.

7. Clothing

- While there is no uniform, clothing must be clean, modest, and appropriate for working with children.
- Clothes must be **slogan-free**, professional, and must not feature offensive or inappropriate imagery.

8. Basic Hygiene and Grooming

- All staff must adhere to basic hygiene standards, ensuring hair is clean and neat.
- Staff should present themselves well-groomed and professional at all times to set an example for the children.

9. Safeguarding and Role Modelling

- Staff are role models for the children in our care. Any appearance or behaviour that may negatively influence or confuse children, such as extreme body modifications or inappropriate self-expression, will not be tolerated.
- Staff are expected to maintain an appearance that aligns with our mission of encouraging children to feel comfortable in their own skin and to express themselves in healthy, balanced ways.

Kindergarten Ambassadors

When attending team-building events, training sessions, social evenings, or out-of-setting activities, staff must:

- Present themselves professionally, always remembering they represent the kindergarten.
- Not divulge confidential information at external events regarding colleagues or the kindergarten.
- Display loyalty to the kindergarten at training events.
- Refrain from fighting, abusive behaviour, or engaging in criminal activity both inside and outside working hours.
- Treat colleagues with respect and courtesy, both during work hours and at external events.
- Be responsible for whistleblowing if any unacceptable behaviour is witnessed, whether in or out of the kindergarten.
- Ensure their social media accounts are set to private and understand that staff are not permitted to be friends with parents on social media.

I,
(Employee's signature)

have signed to clarify that I have read and understood the Young Friends Kindergarten Staff Code of Conduct.

External Links and Organisations

ACAS - [Acas | Making working life better for everyone in Britain](#)

Relevant Policies and Documents

- o Acceptable Use of Technology
- o Communication Policy
- o Equalities and Diversity Policy
- o Harassment and Bullying Policy
- o Listening to Children Policy
- o Babysitting for Families Policy
- o Parent Partnership
- o Prevent Duty
- o Safeguarding Children Policy
- o Staff Holiday Policy
- o Whistleblowing Policy
- o Working with Other EYFS Providers Policy
- o Work Experience and Internships Policy

Authorisation

Signature:

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