

Bizzie Lizzies Nursery and Pre School.

Nursery Ofsted URN- EY392303
Pre school Ofsted URN – 2549120
RP number - 906327

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Staff Employment and Code of Conduct Policy

1. Promoting Friendly Employment Practices

Bizzie Lizzies is committed to promoting positive employment practices to help staff balance work and family commitments. The setting will:

- Strive for flexibility to support harmonious working relationships.
- Ensure compliance with employment legislation, including:
 - Statutory Maternity Pay
 - Statutory Paternity Pay
 - Parental Leave
 - Statutory Sick Pay
 - Working Time Regulations

Expectations from Staff:

- Honesty, loyalty, and diligence in all duties.
- Respect and adherence to the written terms of employment contracts.
- Awareness that rates of pay and other contractual details are the responsibility of the Registered Person.

2. Staff Code of Conduct

Professionalism

- All staff must read, understand, and adhere to all policies and procedures.
- Staff must act professionally, courteously, and consistently.
- Children must be treated as individuals with equal concern and respect.
- Appropriate clothing and footwear must be worn, considering health and safety.
- Arguments between staff must never occur in the presence of children or parents/carers.
- Bullying, harassment, victimisation, and offensive behaviour (e.g., racist or sexist language) are strictly prohibited and may lead to disciplinary action.

Safeguarding and Disclosure

- Staff must disclose any convictions, cautions, court orders, reprimands, or warnings affecting suitability to work with children.
 - Staff must notify the Manager of any disqualification under the Childcare Act 2006.
 - Practitioners must not be under the influence of alcohol or any substance that could impair their ability to care for children.
 - Staff taking regular medication must ensure it does not affect their performance and must store all medication securely, out of children's reach.
 - Breaches involving alcohol or drugs will result in immediate termination of employment.
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3. Confidentiality

- Staff and children's personal information must be kept confidential.
- Confidentiality obligations include:
 - Not discussing incidents, behaviours, or personal information in front of children or parents.
 - Not sharing confidential information about children, parents, or staff with unauthorized individuals.
 - Sharing sensitive information only with relevant personnel.
 - Protecting preschool information from disclosure to friends and family.

Exceptions:

- If a child is at risk of harm, the Safeguarding Policy overrides confidentiality on a 'need-to-know' basis.
 - Breaches of confidentiality may result in disciplinary action per the Staff Disciplinary and Grievance Procedure.
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4. Valuing Staff

- Regular staff meetings will be arranged to allow positive discussion and contribution.
- Staff input into the development and quality of activities is encouraged.

- All staff will receive:
 - Annual appraisal
 - Regular supervision meetings
 - Opportunities for CPD training to enhance skills
 - The Manager will be accessible to discuss concerns relating to the setting.
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5. Absence Reporting

- Staff unable to attend work due to illness or medical conditions must contact the Manager prior to the start of the working day.
- If the Manager is unavailable, contact the Deputy Manager.
- Staff should provide:
 - Reason for absence
 - Expected return date
- The Manager will maintain accurate records of sick leave, other absences, and lateness.

6. Staff Induction

- Bizzie Lizzies welcome new staff members and aims to provide a friendly, comfortable work environment.
- Bizzie Lizzies believes that a thorough and robust induction process forms the basis of good practice.
- New members of staff are required to complete a probation period of 3-6 months, members of staff will have a review around 3 months of employment to discuss their practice so far.
- No new members of staff will be left unsupervised with any children until a clear Enhanced DBS is received.