

# 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.