**Policy Statement**

At Rainbow’s End Montessori School we value the professionalism of our staff and the reputation of our setting.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff of Rainbow’s End Montessori School are expected to observe in order to protect their own professional reputation and the reputation of the setting.

As an employee of Rainbow’s End Montessori School, each employee has an individual responsibility to maintain their reputation and the reputation of the setting, whether inside or outside working hours and whether inside or outside of the working environment.

This Code of Conduct applies to:

* all staff who are employed by the setting, including the proprietor & managers;
* all volunteers and students who work at or gain experience at the setting.\*

\*Throughout this document the term “staff” or “employee” also refers to volunteers and students.

It is expected that all members of staff should be concerned with the maintenance of good practice within the setting and must commit themselves to the standards of professional conduct and behaviour outlined in this Code of Conduct and embedded in associated policies and procedures.

The Code of Conduct forms part of an employee’s contract.  Failure to comply with the Code of Conduct or with associated Rainbow’s End Montessori School policies & procedures may result in disciplinary action being taken and Rainbow’s End Montessori School reserves the right to take legal action against employees where breaches of the Code warrant such action.

**Team-Working & Continuous Professional Development**

It is expected that all employees of Rainbow’s End Montessori School will:

* Be flexible, reliable and punctual
* Behave, at all times, with honesty & integrity
* Be supportive of colleagues
* Communicate with each other in a positive & respectful manner
* Be motivated, hard-working and enthusiastic
* Be willing to ask for help, to take instruction, and to respond positively to advice or constructive feedback
* Be committed to their own continuous professional development (including keeping up-to-date with the latest documentation relating to Early Years and with changes in Early Years legislation)
* Be supportive of the continuous professional development of colleagues
* Be willing to undertake training opportunities, to feedback training/new information to the staff team, and to put training into practice to improve outcomes within the setting
* Be open to new ideas, new methods, and changes in Early Years legislation
* Work as part of the team and make a positive contribution to the setting

**Safeguarding & Confidentiality**

Every member of staff has a shared responsibility to help keep children safe.

It is expected that all employees of Rainbow’s End Montessori School will:

* Familiarise themselves with, and at all times adhere to, all of the setting’s policies & procedures concerning Safeguarding.
* Be responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation or intentions
* At all times work, and be seen to work, in an open and transparent way.
* Take responsibility for reporting to the senior staff member on duty any incident, which may be misinterpreted and/or may result in an allegation being made.
* Report any behaviour by colleagues that raises concerns, by following the setting’s Whistle Blowing Policy.
* Adhere, at all times, to the setting’s Confidentiality Policy.
* Not discuss individual incidents, behaviour or information about children with or in front of other parents/carers or other children
* Not discuss confidential matters about children with other parents/carers.
* Not discuss confidential matters about parents/carers with children or other parents/carers.
* Not discuss confidential information about staff members, students or volunteers.
* Not discuss any issues concerning the children, their parents, their families, staff, students, volunteers or Rainbow’s End Montessori School outside of the setting.
* Not undertake any babysitting or child minding arrangements for any children attending the setting

**Professional Conduct**

It is expected that all employees of Rainbow’s End Montessori School will:

* Familiarise themselves with and, at all times, comply with all of Rainbow’s End Montessori School’s policies and procedures
* At the earliest opportunity, raise any questions, difficulties or issues regarding the setting’s policies and procedures with the manager or proprietor
* Conduct themselves at all times in a professional, courteous & respectful manner.
* Be a positive role model for the children and for their colleagues
* Maintain appropriate standards of dress and appearance in accordance with the setting’s Staff Dress Code, including ensuring that staff uniform or visitor’s identity badge is clearly visible during working hours (except if covered by an outdoor coat).
* Ensure that under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
* Ensure that their behaviour at work or outside does not cause embarrassment to the setting or reflect negatively on the setting in a way that could bring its reputation into disrepute or cause a loss of public confidence. This includes behaviour online, including social networking sites.
* Not receive, or appear to receive, a gift, fee, reward, loan or hospitality in exchange for showing favour or disfavour to any person. Small gifts such as end-of-term thank you gifts or leaving gifts may be accepted but if staff are in doubt as to what is reasonable or appropriate they should check with the proprietor or manager for guidance.
* Refrain from giving personal gifts from individual members of staff to individual children as these are inappropriate and could be misinterpreted. If staff are in any doubt as to what is reasonable or appropriate they should check with the proprietor or manager for guidance.
* Refrain from socialising with parents, carers or family members of any child attending the setting. Where friendships exist prior to individuals becoming clients of the setting, employees must advise clients to use the usual means of contacting the setting to pass on any information or to discuss any issues relating to their child or to the setting. Employees must not discuss any information or issues relating to any child, to other staff members, or to the setting whilst socialising with clients of the setting.
* Adhere at all times to the setting’s Policy regarding Employees’ Use of Social Networking Sites
* Not identify themselves on social networking sites as working for Rainbow’s End Montessori School
* Not allow their interaction online or on social networking sites to damage working relationships between colleagues or between employees and clients of the early years setting.
* Not post comments or information pertaining to the setting or to any staff, child, parent, carer, family member, student or volunteer connected with the setting anywhere online including on any social networking sites.
* Not make or accept ‘friend’ requests from any parent, carer or family member of any child attending the setting
* Consider, before contacting the proprietor or manager at home during evenings, weekends or holidays, whether their reason for contacting can reasonably wait until working hours to be addressed

**Staff taking medication/other substances**

It is expected that all employees of Rainbow’s End Montessori School will:

* Inform the proprietor or manager of any medical conditions or medication that may affect their daily work
* Not be under the influence of alcohol or any other substances that may affect their ability to care for children.
* Ensure that staff medication on the premises is securely stored in the staff room or office and out of reach of children at all times.

**Medical/ Dental Appointments**

* Staff are requested, if possible, to arrange medical or dental appointments outside of working hours.
* Staff are required to inform the proprietor or manager at the earliest opportunity if they are going to absent as a result of an appointment and to arrange cover for their absence

**Staff Illness/ Absence**

* Staff should personally inform the proprietor or manager of any reason for absence.
* Staff should telephone the proprietor or manager at the earliest opportunity to inform of an absence so that cover can be arranged.
* Text, email or social networking sites are not an appropriate form of communication for reporting absence. Staff should telephone the proprietor or manager.
* Staff who have been absent should telephone the setting before 4pm to inform the proprietor or manager whether they will be returning to work the next day
* It may, on occasion, be possible to allow for staff absence for a special occasion or event. Staff requesting absence for this reason should inform the proprietor or manager at the earliest opportunity. Approval of such a request is entirely at the discretion of the proprietor or manager and is dependent on the needs of the setting on the day/s in question. It is the responsibility of the staff member making the request to arrange suitable cover for their absence, and the absence will only be allowed once suitable cover has been arranged.

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**I have received a copy of the Rainbow’s End Montessori School Staff Code of Conduct.**

**I hereby agree to adhere to the Staff Code of Conduct and understand that failure to do so may result in disciplinary action being taken.**

**Name........................................................................................................................................**

**Signed......................................................................................................................................**

**Date...........................................................................................................................................**