



## ACE Childcare

### Code of Conduct for Staff

#### Introduction

The Trustees are required to set out a code of conduct for all employees of Ace Childcare.

Appendix 1 to this document is the Oxfordshire County Council's "Code of Conduct: Guidance for Staff to Promote Safer Working Practice for all Adults Who Work With Children and Young People" which contains detailed guidance based upon advice from the DfE.

#### Purpose, scope and principles

A code of conduct is designed to give clear guidance of standards of behaviour all staff within Ace Childcare are expected to observe, and ACE Childcare trustees should notify staff of this code and the expectations therein.

Staff will be required to read the code of conduct and to sign that they have **read and understood** the contents.

ACE Childcare staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the children and families attending the setting. As a member of the ACE Childcare community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This code of conduct applies to:

- All staff who are employed by the ACE Childcare
- All staff working in a setting away from Ace Childcare and in any outreach work they undertake away from the setting.

This code of conduct does not apply to:

- Staff from other agencies such as the NHS, the Early Intervention Service, Children's Social Care etc.
- Contractors on the site and providers of services, such as contract cleaners (such staff are covered by the relevant code of conduct of their own employer)

### **Setting a good example**

This code helps all staff to understand what behaviour is and is not acceptable.

- All staff who work at ACE Childcare set examples which can be copied by children and families.
- Staff must not use inappropriate and offensive language at any time.
- All staff must demonstrate high standards of conduct in order to encourage our children and families to do the same.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

### **Safeguarding and Child Protection**

- Staff have a duty to safeguard children and families from any form of abuse. This can include physical abuse, sexual abuse, emotional abuse, domestic abuse and/or neglect, though this list is by no means exhaustive.
- The duty to safeguard children and families includes the duty to report concerns about children and families to the Ace Childcare Designated Person for Child Protection and Safeguarding or, if they are not available, to their deputy.
- Ace Childcare Designated Person is:  
Lin Englishby, Day-care coordinator  
The Deputy Designated Person is:  
Stacey Wilson, Deputy Manager
- Staff have access to Ace Childcare Child Protection and Safeguarding Policy and Whistleblowing procedure (copies are held in the administration office) and must be familiar with these documents. These are also included in the staff induction pack and can be seen on the Ace Childcare website.
- Staff must not demean or undermine children, families, carers or colleagues and should promote wellbeing at every opportunity.
- Staff must take reasonable care of children and families under their supervision in order to ensure their safety and welfare.

### **Children's Development**

- Staff must comply with the Ace Childcare policies and procedures that support the wellbeing and development of all children within the Ace childcare setting.
- Staff must cooperate and collaborate with colleagues and external agencies where necessary to support the development of all children and their families.
- Staff must follow reasonable instructions that support the development of all children.

### **Honesty and Integrity**

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Ace Childcare property and facilities.
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence under this Act if they offer, promise or give financial advantage to someone or if they request, agree, accept or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.
- Gifts from suppliers or associates to Ace childcare must be declared to the Day-care Coordinator, with the exception of 'one-off' token gifts from children and families. Personal gifts from individual members of staff to children are inappropriate and could be misinterpreted.

### **Conduct Outside Work**

- Staff must not engage in conduct outside work which would damage the reputation and standing of Ace Childcare or the employee's own reputation or the reputation of other members of the Ace Childcare community.
- In particular, certain criminal offences by an employee or by someone living in the same household, may lead to that employee being disqualified from providing care and education for children. Ace Childcare staff must complete a Staff Disqualification Declaration and update this declaration on an annual basis. Staff must notify the Day-care Coordinator immediately of anything that affects their suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of themselves or a member of their household that may render them disqualified from working with children.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff have access to the Mobile Phone, Camera and Image Policy and must be familiar with this document.
- Staff must exercise caution and not engage in inappropriate use of social media which may bring themselves, Ace Childcare, the Ace Childcare community or their employer into disrepute. Staff have access to the Ace Childcare Use of Social Media Policy and must be familiar with this document.
- Staff may undertake work outside the Nursery School, either paid or voluntary, provided that it does not conflict with the interests of the Ace Childcare nor be at a level which may contravene the working time regulations or affect an individual's work performance. If staff are undertaking work for the parent of a child who attends the setting, parents must read and sign an Ace Childcare babysitting policy.

**Confidentiality**

- Where staff have access to confidential information about children and families, staff must only share such information with those colleagues who have a professional role in relation to the child and their family.
- All staff are likely at some point to witness actions which need to be dealt with in confidence. These need to be handled in accordance with the appropriate Ace Childcare procedure. Such matters must not be discussed outside Ace Childcare including with children’s families nor with colleagues, but should be progressed with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with Ace Childcare Designated Person for Safeguarding or their deputy, any information which gives rise to concern about the safety or welfare of a child or their family. Staff must never promise a child or a family that they will not act on information that they are given by a child or family.

**Disciplinary Action**

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

**Appendix 1 (all staff):** Oxfordshire County Council’s “Code of Conduct: Guidance for Staff to Promote Safer Working Practice for All Adults Who Work With Children and Young People”

**Staff Statement: I have read and understand the above and will work within the ACE Childcare Code of Conduct.**

Signature .....

Date .....