



Jack in the Box

Staff Ethics and Code of Conduct Policy

This policy represents the agreed principles for Staff Ethics and Code of Conduct throughout the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

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SAFEGUARDING STATEMENT

“We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment.”

Jack in the Box

1.1 INTRODUCTION

This Code of Conduct applies to you if you are an employee of Jack in the Box Nurseries, 5 Langley Hill, Kings Langley, Hertfordshire, WD4 9HA whether employed or on a permanent, temporary, or casual basis. All employees must follow this Code; deliberate breaches of the Code may be treated as a disciplinary offence. As with all nursery policies and procedures, we ask that staff use their common sense and act reasonably within the conditions provided in this document.

1.2 PURPOSE

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their care must be above reproach. This Code of Conduct is not intended to detract from the enhancing experiences children gain from positive relationships with staff. More importantly, it is intended to assist staff by offering guidance on prudent conduct. Consequently, the purpose of this code of conduct for Jack in the Box staff is:

- To identify boundaries and responsibilities.
- To agree communication and accountability.
- To explain what is expected of you as an employee.
- To ensure staff demonstrate high standards of conduct to encourage our children to do the same.
- To ensure that staff avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- To help staff understand what behaviour is and is not acceptable.

The Code of Conduct should also be read in conjunction with your job description, your contract statement of your main terms of employment, grievance procedures, and disciplinary procedures, complaint procedures and all policies and procedures relevant to the Nursery. (Alongside the Employee handbook/ Grievance and Disciplinary policy)

1.3 POLICIES AND PROCEDURES

The Nursery has a range of policies and procedures which apply to all staff. These are available in the policy file on each site and can be accessed through our website. All staff must read the policies and comply with their terms. The failure of any staff member to do so may result in disciplinary action being taken against them.

1.4 ATTENDANCE, TIMEKEEPING AND APPOINTMENTS

- Staff are required to comply with the rules relating to notification of absence set out in the Contract of Employment.
- Staff are required to arrive at work promptly and be ready to start work at their contracted starting times. Staff are required to remain at work until their contracted finishing times. The Nursery provides a signing in and out system for recording staff attendance at the Nursery. The signing in and out sheets are used to calculate salary, monitor absences and overtime. All staff must ensure this is filled out honestly and accurately each day you are in and out of the setting as this is a legal document. Staff must amend if they are leaving the setting for any reason, such as an appointment, or if they are late on arrival. This is to ensure we are covering our Health and safety and Safeguarding requirements. It is important this is filled in correctly otherwise there may be implications for your pay.
- Staff must obtain management authorisation if for any reason they wish to arrive earlier, arrive later, or leave earlier than their agreed normal start and finish times.
- Persistent poor timekeeping may result in disciplinary action.
- When can employees attend appointments? We appreciate that it is sometimes difficult to make appointments such as with Doctors or Dentists at a time that is convenient for both the employee and the Nursery. In most cases the Nursery requires you to make appointments in your own time, however, in cases where this is not possible, appointments must be scheduled at the beginning or end of a shift and agreed with your manager.

1.5 CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

It is expected that practitioners will continually update their knowledge and skills through a life-long learning approach.

- At all times, practitioners should not undertake an activity in which they do not feel competent or is outside their area of practice and knowledge.
- The Nursery always acknowledges the strengths and limitations of a practitioner's expertise and will ensure you have regular supervisions and appraisals.
- There is mandatory training that all staff must undertake within their timescales such as first aid, safeguarding, staff meetings alongside county lines, FGM, Prevent, Food hygiene and DSL training for relevant staff. Staff need to identify what is expected and ensure they attend these sessions. This will be discussed during your induction and as a continuous process while you are employed by Jack in the Box. Staff can access further training to extend their knowledge or aptitude using our online training provider 'Flick', any training undertaken must be logged in staff's individual files.

The Nursery is fully committed to your development, and we will advise on other training courses that might be relevant. Training is also provided at staff meetings and other in-house sessions.

1.6 ALCOHOL, DRUG ABUSE, SMOKING, E-CIGARETTES AND OTHER SUBSTANCES (See medicines and other substances policy)

- The consumption of alcohol on the premises is strictly forbidden unless it is part of an agreed event authorised by management and out of childcare hours. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. Please be aware that even if you are not found to be intoxicated, coming into work suffering from the immediate aftereffects of alcohol may also impair your ability to perform your role to the required standards. A breach of this procedure is considered an act of gross misconduct.
- The possession, use or distribution of drugs for non-medical purposes on the premises sites is strictly forbidden. Any member of staff who is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. A breach of this procedure is considered an act of gross misconduct.
- Smoking or vaping is forbidden on the premises. Any member of staff who is found smoking or vaping on the premises where not permissible will face disciplinary action under the disciplinary procedure.
- Members of staff who wish to smoke or vape before or after their start and finish time, must ensure that they are not identifiable by wearing their badges and are a reasonable distance from the building. Staff have a duty to ensure they do not smell of smoke at any time during working hours. Cigarettes, E-Cigarettes, matches and lighters must be kept securely away from the children.
- Electronic Cigarettes - Although they are generally thought to be less harmful than smoking real cigarettes, electronic cigarettes still contain the addictive chemical nicotine as well as other toxic substances. Consequently, for the purposes of this code of conduct, the smoking of substitute cigarettes is deemed to be the same as smoking the real thing. Therefore, please observe our no smoking rules.

1.7 MEDICATION

- Staff must not be under the influence of any medication which may affect their ability to care for children and must seek medical advice to ensure this. If a member of staff is prescribed medication by their doctor that may affect their ability to perform work, then this should be discussed with the Nursery Manager. Staff must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly.
- Medication should be stored away securely and out of reach of children at all times.
- Medication such as an inhaler/ EpiPen must be stored away and a care plan completed so colleagues are able to administer if the practitioners are unable to do so.

1.8 HEALTH, SAFETY AND HYGIENE

The Nursery will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments we aim to systematically remove the causes of accidents/incidents and ill health.

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Staff will be provided with a Health and Safety talk during induction when joining the nursery as well as on-going training. Further training can be accessed through our online training provider 'Flick' to further any knowledge or meet any training needs.

All activities should be conducted with the highest regard for the health and safety of all staff, children, and visitors. Staff have a responsibility to conduct tasks in accordance with training received e.g. manual handling and to wear protective clothing provided where appropriate. Further training can be accessed through our online training provider 'Flick' to further any knowledge or meet any training needs. (See Health and Safety Policy).

Staff must be a role model to the children in terms of their own health and hygiene. Leading by example is the best way to teach good behaviours to children for example:

- Have clean, neat, and tidy appearance.
- Encourage children's awareness of physical development (exercise, diet, rest, health, challenges, and risks)
- Show the importance of hydration (drink plenty of water).
- Show how keeping fit is important to the development of mind and body.
- Show how to take risks safely.

1.9 MOBILE PHONES AND CAMERAS, SMART WATCHES AND ANY IMAGING SHARING DEVICE (See Acceptable Use Policy)

- Members of staff must keep personal mobile phones in their designated secure place. Personal mobile phones are not permitted in any spaces that are accessed by children.
- Managers mobile phones are the only mobiles permitted within the setting.
- It is recognised that in certain situations it may be necessary for staff to have a mobile phone for the use of the setting e.g. on an outing. The use of a mobile phone must not detract from the quality of supervision and care of children and never be used to take images.
- Personal mobile phones or similar devices must not be used to take photographs of children.
- Staff have a duty to ensure parents do not use their mobile phones to take photos in the setting.
- Members of staff must only use cameras provided by the setting to take photographs of children. Failure to comply will result in disciplinary action.
- Smart watches must be disconnected from staff's mobile phones or placed on flight mode.

1.10 INFORMATION AND COMMUNICATION TECHNOLOGIES (See Acceptable Use Policy/ Data Protection Policy)

Staff must not use any ICT services for copying, storing, sending, or retrieving unacceptable material. "Unacceptable material" includes any documents, messages, information, graphics, or other electronic data that:

- Breach UK legislation
- Contravene the settings Equality and Inclusion Policy
- Contain offensive, pornographic, or obscene language or material.

- Plan, promote, incite, or facilitate any illegal or terrorist's activities.
- Contain defamatory or slanderous language or material.
- Denigrate, insult, or ridicule another person.
- Intimidate, bully, or harass another person.
- Adversely comment on integrity, personality, honesty, character, intelligence, methods, or motives of another person unless it is factual response to a formal reference request.
- Provide or facilitate the use of computer hacking tools or virus toolkits.

Staff must not use the Internet, external electronic mail, external telephone, or any other form of electronic communication to transmit sensitive, subversive information, including:

- Opinions that do not reflect the policies of the Nursery.
- Information that could damage the Nursery's reputation and standing in the community.

(See Acceptable Use Policy) And refer to Safeguarding children and protecting professionals in the Early Years settings, online safety considerations.

1.11 SOCIAL NETWORKING SITES (See Acceptable Use Policy)

- Staff must ensure their social media site settings are securely set so that their profiles can not be assessed by everyone.
- Staff must ensure that social networking sites such as Instagram do not share photos of children's faces. All Instagram feeds will be deleted at the end of the academic year.
- Staff must not share any confidential or sensitive nursery information on social networking sites.
- Staff must not accept or invite any children or their families to use their private sites.
- Staff must never contact any children or their families using their private social networking sites.
- Staff must never upload any photos, comments or information about the setting, or any persons linked with it.
- Staff must not talk about their professional role in any capacity when using their personal social media accounts.

1.12 SOCIAL CONTACT (See Acceptable Use Policy)

All staff are expected to uphold professional boundaries. Staff have a duty to approve any planned social contact with children and their families with their manager. Confidentiality of employment must be adhered to and respected during social contact. In summary staff should:

- Ensure all contact with existing children or their parents is of a professional and nursery related nature.
- Consider the appropriateness of the social contact according to their role and nature of their work.
- Always approve any planned social contact with children or parents with senior colleagues.
- Advise senior management of any social contact they have with a child or parent with whom they work, which may give rise to concern.
- Understand that some communications may be called into question and need to be justified (parents becoming dependant)
- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the nursery or the employee's own reputation or the reputation of other members of the nursery. Staff must ensure their online activity, both in work and outside of work does not bring the organisations professional role into disrepute.
- Criminal offences that involve violence, discrimination, harassment or bullying or damage working relationships between fellow employees or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Be cautious when undertaking work outside nursery, either paid or voluntary, such that it does not conflict with the interests of the nursery nor be to a level which may contravene the working time regulations or affect an individual's work performance.

- Staff must not put online any text, image, sound or video that could upset or befriend anyone connected to your setting, member of the community or be incompatible with your professional role.
- Staff must not give out their own personal details, such as phone number, personal email address or social media details to children, parents/carers.
- Staff must not accept friend requests or communications from learners or their family members (past or present). If there is a pre-existing relationship, this should be discussed with your Designated Safeguarding Lead (DSL) and/ or manager, who will need to consider how this is managed and provide staff with clear guidance and boundaries and record the action taken.

1.13 DRESS CODE AND APPEARANCE (See Employee Handbook)

During your employment you will meet parents/ carers/ children/ other professionals and/ or visitors to the premises. It is important that you present a professional image having regard to appearance and standards of dress.

Staff should wear clothing/ footwear which:

Is comfortable, allows free movement and is appropriate to the role that you perform and which presents a neat, clean and professional appearance.

Is not likely to be viewed as offensive, revealing, too tight or sexually provocative.

Does not distract or cause embarrassment.

Is absent of any political or otherwise contentious slogans.

Is not considered to be discriminatory and is culturally sensitive.

The requirement of any faiths to wear specific types of clothing or dress modestly will be respected so long as the item of clothing does not pose a hazard to the health and safety of employees, does not contravene any reasonable and legitimate requirements of the nursery and does not have a negative impact on any other person.

Where applicable to your role, the nursery will issue you with a name badge which you must wear at all times whilst carrying out your working duties. The nursery will replace badges damaged due to normal wear and tear free of charge. However, you will be responsible for the cost of replacement should replacement be necessary as a result of your own negligence.

Staff should ensure hands and nails are kept clean. Jewellery should be minimal to avoid safety implications to yourself and the children. If you have any questions regarding the dress code, you should seek advice from your manager.

1.14 ACCOUNTABILITY

Staff are accountable to the Nursery for undertaking those activities that are associated with the job/role. (Please refer to your job description/specification) A member of staff must inform their immediate manager if they do not feel competent to undertake any activities and must request reasonable/appropriate training. Managers can support staff by directing them to our online training provider 'Flick'.

Staff have a duty to report any behaviour by colleagues that raises concern (please see the Whistleblowing within our safeguarding policy).

A childcare practitioner has a duty to respect families by:

- Valuing their cultural diversity, opinions, and choices.
- Being non-judgmental.
- Planning contacts/appointments with the parent.
- Seeking clarification and not assuming.
- By listening and responding appropriately.
- By acknowledging her/his own limitations.
- Maintaining appropriate behaviour and activities between the family and yourselves

Staff have a responsibility to challenge any discriminatory remarks or behaviour against other staff members, visitors, children, and their families.

(Please refer to Inclusion and Equity Policy)

Staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues or of any new change in circumstances. Staff must ensure in a family emergency their families, children's schools etc are aware of the nurseries work telephone numbers. This is the responsibility of the individual staff member (See Acceptable Use Policy)

Staff must avoid using inappropriate or offensive language always.

1.15 DISCLOSURE AND BARRING SERVICE (DBS)

Your initial employment is conditional upon the provision of a satisfactory enhanced Disclosure and Barring certificate.

All staff have a duty to immediately notify the Nursery of any convictions/ offences or circumstance of which you were charged which may affect their suitability to work with children. The Nursery Managers are responsible for ensuring all staff, including contractors, bank staff, students, and volunteers, are suitable to work with children. Checks are carried out via enhanced Disclosure and Barring Service (DBS) clearance checks as well as other sources, such as employer references, identity checks and qualification checks, amongst others. The nursery will no longer be using the CRB (Criminal Records Bureau) system, which is replaced by DBS. New staff will have the checks completed prior to starting employment. Staff awaiting these checks who may be onsite visiting will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits.
- Change nappies.
- Be left alone in a room or outside with children.
- Administer medication.
- Administer first aid.
- Take photographs of any children.
- Have access to children's personal details and records.

The nursery requires each member of staff to subscribe to the government's DBS Update Service within **10 DAYS** of receiving their initial or revised DBS certificate. This service can be accessed online at <https://hertfordshire.disclosures.co.uk/enterprise/>

Managers will ensure regular checks are undertaken on staff on the updated service at yearly appraisals. Staff who are not on the updated service will be asked at each supervision and appraisal if any circumstances have changed which may affect their suitability to work with children.

1.16 TEAM AND PARTNERSHIP WORKING

Staff are required to work co-operatively within teams and across all the nursery settings and respect the skills, expertise, and contribution of colleagues. They are expected to treat others fairly, show respect to all team members, without discrimination and be led by managerial staff at any site. Staff must communicate effectively, both verbally and in writing. As required, they must share their knowledge, skills, and expertise with other team members to improve practice.

Staff must collaborate with other members of the team to promote a care and learning environment that is conducive to safe and ethical practice. If the care environment deteriorates, the practitioner must report this to their line manager.

1.17 HARASSMENT INCLUDING SEXUAL HARASSMENT (See Harassment Including Sexual Harassment policy)

The nursery is committed to creating a harmonious and safe working environment, which is free from harassment and bullying and in which every employee is treated with respect and dignity. The nursery strives to ensure that the different experiences, abilities and skills of each individual are valued by others. Inappropriate behaviour should be challenged. It is the nursery's intention to encourage everyone to behave in a proper manner at all times.

Harassment or bullying causes stress, anxiety and unhappiness to individuals, creates an unpleasant environment in which to work and may be unlawful. This can reduce efficiency and may ultimately have an impact on the way in which services are delivered to our families. For these reasons, it is important that the nursery, as an employer, and individual employees strive to achieve a working environment which is free from this type of behaviour.

For information on our zero-tolerance approach to sexual harassment in the workplace, including what behaviour can amount to sexual harassment, third-party sexual harassment and what to do if you witness or are subject to sexual harassment, you should read our separate Sexual Harassment Policy.

You may be an individual or part of a group that receives the unwanted attention. The harassment, bullying or victimisation may be a one-off incident, or it may be a series of incidents. Your dignity at work can be affected by inappropriate behaviour, which causes offence, whether it is intentional, or not.

The nursery is committed to ensuring that individuals do not feel apprehensive because of their race, religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage or civil partnership, age, or as a result of being subjected to any inappropriate behaviour.

1.18 CONFIDENTIALITY (Please refer to the Safeguarding Children's and Confidentiality Policy)

Staff must guard against breaches of confidentiality by protecting information from improper disclosure and always follow all appropriate policies. (Please refer to confidentiality and GDPR, data protection policies)

Staff must only disclose information outside the immediate team if:

- It can be justified as being in the public interest (usually where disclosure is essential to protect the child or someone else from risk or significant harm).
- This is required to do so by law or by order of the court.
- There is an issue of safeguarding, and s/he must then act in accordance with national and local procedures.

1.19 BABYSITTING

If an employee offers a babysitting service, then this is a private agreement between the parent/carer and employee in which the Nursery will not be held liable. A written agreement letter will be signed by both the employee and parent/ carer, you may not, without the prior consent of the nursery, which will not be unreasonably withheld engage in any business or employment which is similar to or competitive with the business of the nursery, or which could be considered to impair your ability to act at all times in the best interest of the nursery, outside your hours of work for the nursery. Please be aware that if an offer of employment is made to you because of a parent contacting you through the nursery, the parent will be liable for a signing on fee.

It is not acceptable for a member of staff to transport a child by car directly to and from the nursery unless (1) it has been approved by the manager (2) the correct child seat is available (3) the parent has given written permission to do so. The member of staff transporting the child does so as a private arrangement and must ensure they have their own insurance. The nursery accepts no liability for the child once off the premises.

1.20 OUTSIDE COMMITMENTS

All employees should consult the Nursery Managers before taking on additional employment. Additional employment must not conflict with the setting's interests or impair employee's ability to carry out their role at this setting.

Please bear in mind if you do have additional employment elsewhere, then you will need to declare which employer is the primary source of your income. This is necessary to avoid confusion over tax codes. You are only allowed one employer where your tax code can be used to take advantage of your personal tax-free allowance.

Additional employers will have to adopt a secondary position and tax all your earnings, usually on a BR (Base Rate) coding. Consequently, if we are not your main employer then we will need to tax you at the BR rate. Failure to declare a primary employer to the HMRC may result the levy of backdated tax and penalties.

1.21 VULNERABLE SITUATIONS

As a key person you must discuss intimate care routines with the child's parents. The settings Intimate Care Policy must be followed always.

- Employees should always encourage the child to undertake self-care tasks independently, where developmentally appropriate.
- Ensure employees understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury might require more experienced intervention. (First Aid may only be administered by a paediatric First Aider)
- Employees **MUST** be vigilant to the signs of neglect or abuse caused to a child and report any signs to the Designated Safeguarding Lead (DSL).
- Employees must not be placed in situations which render them vulnerable. Where this is unavoidable, full, and appropriate risk assessments are conducted and agreed for lone working situations.
- Employees must be prepared to report any actions of another individual they deem inappropriate to senior management/ Nursery Managers. (See Whistleblowing within our Safeguarding Policy)
- When one to one situation is unavoidable, employees must take precautions to reduce the vulnerability of both the child and the adult, for example, informing colleagues of the situation, leaving room doors open. While changing nappies, understand the right for a child's privacy while safeguarding yourself.

1.22 WHISTLEBLOWING (See Whistleblowing within our Safeguarding Policy)

Whilst we expect all our colleagues, both internal and external, to be professional always and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

It is vital that all team members talk through any concerns they may have with their manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

If, during your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery's disclosure procedures:

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That the health or safety of any individual has been, is being, or is likely to be, endangered.
- That the environment, has been, is being, or is likely to be, damaged.
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.
- That you challenge discriminatory behaviour and report any incidents.

Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to EITHER Jenny Underwood or Zoe Tearle.

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to their Nursery Manager.

(Please see the Whistleblowing in Safeguarding policy)

1.23 DECLARATIONS AND CHANGES OF CIRCUMSTANCES

Employees are expected to declare all convictions, cautions, court orders, reprimands, and warnings that effect suitability.

A childcare practitioner has a duty to notify the nursery manager of any changes of circumstance which may affect their suitability to work with children immediately.

1.24 PARENTS AND CARERS

- Staff must maintain a professional relationship with parents and carers always.
- Each member of staff must recognise that parents and carers need feedback regarding their children and that this must be given in an open, honest, and friendly manner. The relationship with parents and carers must not become overly familiar such that it clouds the impartiality of your judgement and action.
- Whilst there is always the possibility of a member of staff having a close relationship with a parent or carer outside of the Nursery, we must avoid any conflict of interest or undue favouring of a child. Where such a relationship arises the member of staff should immediately inform the Managers to discuss any action to be taken.
- Where a member of staff finds that they have a prior close relationship to a child in the Nursery through such means as a family relationship or close friendship then the Manager must be made aware of this immediately and may require the staff member to avoid any conflict of interest or risk of undue favouring of the child and therefore not become that child's key person.

1.25 OFSTED

Ofsted is the Office for Standards in Education Children's Services and Skills. It reports directly to Parliament and is independent and impartial. Ofsted inspects and regulates services which care for children and young people, and those providing education and skills for learners of all ages. All nurseries must be registered and approved by Ofsted before they can begin to look after children.

Having a well-respected Ofsted report is important to us, primarily because it is a very important consideration for a parent / carer when choosing a nursery.

It is expected that all staff members share the nursery's ethos and aspiration to uphold the highest standards always, such that when Ofsted inspects us, we can demonstrate our outstanding practice. Consequently, staff are expected to understand and contribute towards the settings development plan. The plan does not need to be a physical document but all staff within the setting need to know the ethos and direction the setting is driving to. This might examine:

- What are we doing now?
- What are we aiming to do?
- How well are we doing by comparison to previous years?
- What areas of quality practice need to be maintained?
- What areas of practice need to be improved?
- How do we plan to achieve our aims in the future?
- Are we fulfilling our statutory duties to the highest standard?

1.26 SUMMARY

It is important that staff understand the Nursery's policies, procedures, and protocols. To enable staff to practice you must be appropriately trained and work in partnership with others. Staff must maintain confidentiality, and act accordingly with communications. Staff have a duty of care to all parties associated with the Nursery. Failure to comply with this code of conduct may lead to disciplinary action. The Nursery will act with integrity, sensitivity and in a manner, which will be deemed as reasonable in all its dealings with staff. The Code of Conduct is deemed to have been accepted as soon as a member of staff commences employment. We thank you for your co-operation and welcome any feedback from staff that will help us improve this code of conduct.

This policy was adopted by the managers and staff in September 2025

Signed on behalf of Jack in the Box
Manager:.....

Staff signatures: