

Worlingham Pre-School:

Staff Code of Conduct

Worlingham Pre-School expects all employees to comply with management and to conform to Worlingham Pre-School's rules at all times. If these rules are disregarded or the employee behaves wrongly in some other way Worlingham Pre-School may discipline employees.

Disciplinary action can consist of formal oral warning, written warning, a final written warning, dismissal or, in the case of gross misconduct, summary dismissal.

Rules

1. Employees should comply with the terms of their employment.
2. Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by an authorised manager.
4. Employees should comply with the Respect National Service Standard in all their work.
5. All absence from work, except for reasons of sickness, should be authorised.
6. There should be proper and authorised use of Pre-School equipment, time and property.
7. Making of long or numerous private telephone calls (and emails) is not permitted.
8. Removal of Pre-School property from the premises without permission is not permitted.
9. Full-time employees are not allowed to take other paid employment without the written permission of the line manager – this permission will not be unreasonably refused.
10. All safety rules should be adhered to at all times.
11. Safety equipment should be used at all appropriate times.
12. Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal – this applies both during working hours and outside of the work environment.
13. Discriminatory behaviour, language, or non-verbal language is not permitted.
14. Harassment of individuals, whether sexual or otherwise, is not permitted.
15. Bullying of individuals, in any form, is not permitted.
16. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees is not permitted.
17. Unnecessary disclosure of confidential information concerning the work of Worlingham Pre-School or its employees is not permitted (this does not affect the employee's rights under the Public Interest Disclosure Act 1998).
18. The drinking of alcohol or the taking of illegal drugs on Pre-School premises is not permitted.
19. Gambling on Pre-School premises is not permitted. Fund-raising is permitted.
20. Smoking on Pre-School premises is not permitted.
21. Employees must not behave in a way that brings or may bring Worlingham Pre-School into disrepute.

22. Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
23. Employees will treat children and their families, volunteers, students and visitors with respect at all times.
24. Employees will dress in a manner suitable for the workplace.
25. Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to summary dismissal:

- Physical violence towards anybody: this applies to your role as an employee but also outside of the work environment
- Behaviour that seriously jeopardises health or safety
- Serious misuse of the trust that exists between employees and anyone for whom Worlingham Pre-School is responsible
- Incapacity for work due to being under the influence of illegal drugs or alcohol
- Gross insubordination
- Deliberate damage to Worlingham Pre-School property
- Serious infringement of the rules of Worlingham Pre-School

This Staff Code of Practice was adopted at a meeting of Worlingham Pre-School

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Held on 6th November 2019

Signed _____
On behalf of the Management Committee/Proprietor

Role of Signatory _____

Review Date November 2020