LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

STAFF CODE OF CONDUCT

Leechpool Caterpillar Nursery & After-School Club are committed to safeguarding the children in its care.

WE EXPECT ALL OUR STAFF TO

- Always listen to and support children and their families in their care.
- Be aware of confidentiality (i.e. only share private and sensitive information about a child or vulnerable adult when it is in their best interests to do so, e.g. if there is a safeguarding concern or a disclosure).
- Not to promise to keep secrets and not asking anyone to do so.
- Be aware of their position of trust.
- Respect all children, parents/carers and staff.
- Maintain appropriate professional boundaries and not display any behaviour that may be misinterpreted by others.
- Adhere to our policy on the use of communications technologies, including the use of mobile phones, cameras, the internet, including social media use.
- Avoid or minimise the occasions when they are alone or in a secluded area with children without another staff member present.
- Ensure their behaviour to be beyond reproach at all times, the use of sarcasm, insensitive or belittling comments or behaviour, or punishment of any description towards the children in their care, staff or parents/carers will not be tolerated.
- To report any disclosures or allegations against any member of staff or volunteer without delay.

REPORTING

Contact details for reporting allegations are:

Kate Summerhayes (Manager and DSL 1)
managercatclub@hotmail.com
01403 211388

Bev John (DSL 2)
01403 211388

Maria Di Martino (Governor)
07717 811630

Maria Gwynn (Deputy manager and DSL 2)
01403 211388

Signed:

Name: Position:

Date:

Reviewed February 2022