

# Little VIPs Staff Code of Conduct Policy



## Policy Statement

At Little VIPs Day Care we are committed to ensuring the highest standards of professional behaviour from all staff. We recognise that staff play a vital role in safeguarding children and promoting their welfare, and therefore must consistently demonstrate safe, respectful and appropriate conduct.

This policy sets out the expectations for staff behaviour to ensure that children are protected, staff are supported, and the nursery maintains a safe, professional and inclusive environment. It is written in line with the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and safeguarding guidance, including principles from Keeping Children Safe in Education (KCSIE 2025).

## Professional Conduct and Expectations

All staff at Little VIPs are expected to place the safety, wellbeing and development of children at the centre of their practice. Staff must act as positive role models at all times, demonstrating caring, respectful and professional behaviour in their interactions with children, colleagues and parents.

Staff are required to maintain high standards of conduct and to work collaboratively as part of a team. They must follow all nursery policies and procedures and carry out their roles and responsibilities in a manner that promotes a safe and supportive environment for all.

Confidentiality must be maintained at all times, and staff must ensure that any information relating to children, families or colleagues is handled appropriately and in line with data protection requirements.

## Safeguarding Responsibilities

Safeguarding is a fundamental responsibility of all staff. Staff must remain vigilant at all times to any signs of abuse, neglect or safeguarding concerns, including those that may arise during everyday interactions or care routines.

Any concerns must be reported immediately to the Designated Safeguarding Leads, Michelle Clark and Hayley Fassam, in accordance with the school and nursery's Safeguarding and Child Protection Policy.

All safeguarding concerns, disclosures or incidents must be recorded accurately and promptly using CPOMS, ensuring that records are clear, secure and confidential.

Staff understand that failure to report concerns may place a child at risk and will be treated seriously.

## Low-Level Concerns and Professional Curiosity

Little VIPs promotes a culture of openness, transparency and accountability. Staff are expected to raise any concerns about the behaviour of colleagues, including low-level concerns, which may indicate that practice is not consistent with expected standards.

Low-level concerns may include behaviour that appears overly familiar, inconsistent with safeguarding procedures, or otherwise inappropriate. All concerns will be taken seriously, recorded and addressed appropriately to ensure the continued safety and wellbeing of children.

## Professional Boundaries

Staff must maintain clear and appropriate professional boundaries at all times. Relationships with parents must remain professional, and communication should only take place through approved nursery systems.

Staff must not share personal contact details with parents or engage in personal relationships outside of the setting. Where a prior relationship exists, this must be declared to management to ensure that appropriate boundaries are maintained.

## **Use of Mobile Phones, Cameras and Social Media**

Staff are required to follow the nursery's policies regarding the use of mobile phones, cameras and social media. Personal devices must not be used in areas where children are present, and under no circumstances should photographs or videos of children be taken on personal devices.

Staff must not share any information, images or details about the nursery, children or families on social media platforms and must always maintain professionalism in their online presence.

## **Health, Suitability and Conduct**

Staff have a responsibility to ensure that they are fit to work and able to meet the needs of the children in their care. They must inform management of any circumstances that may affect their suitability to work with children, including illness, medication or changes in personal circumstances such as police involvement or social services contact.

The nursery will support staff where appropriate, but the safety and wellbeing of children will always remain the priority.

## **Monitoring Staff Behaviour**

The nursery actively monitors staff conduct to ensure that high standards are maintained. This includes regular supervision meetings, observations of practice and ongoing suitability checks.

Where concerns arise regarding a member of staff's behaviour or conduct, these will be addressed promptly and sensitively. The nursery aims to support staff where possible; however, where concerns relate to the safety or welfare of children, safeguarding procedures will be followed without delay.

## **Allegations Against Staff**

Any allegations made against a member of staff will be managed in line with safeguarding procedures. This may include referral to the Local Authority Designated Officer (LADO) where appropriate.

All allegations will be treated seriously, investigated thoroughly and handled in a confidential and professional manner.

## **Whistleblowing**

Little VIPs encourages a culture where staff feel confident to raise concerns about practice or behaviour. Staff should refer to the Whistleblowing Policy for guidance on how to report concerns.

All concerns will be taken seriously and handled appropriately, and staff will be supported in raising concerns without fear of repercussions.

## **Policy Review**

This policy will be reviewed annually or sooner if guidance changes. Staff practice will be monitored through supervision, training and reflective practice to ensure continued compliance and high standards.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
April 2026	Hayley Fassam – Nursery Manager	April 2027