



## The Apple Trust

### **CODE OF CONDUCT - Policy for staff**

(including propriety & behaviour, dress & appearance)

#### Conduct

Attendance and punctuality are important and impact on the efficient running and quality of the setting.

If you are ill, staff must telephone as soon as possible – office 489 4120 or a Team Manager at home (Jane - 480 2005, Jacqui – 449 2522), and NOT another member of staff. Social Networks such as Facebook or Twitter **MUST NOT** be used to notify absence.

#### Being there for the children

Greet the children when they arrive.

Give praise and encouragement – smile – make eye contact – crouch or sit so you are at their level.

- Talk to children – encourage two way conversations.
- Don't talk about anything that is not relevant to the child.
- Chatting with other staff about anything personal is not acceptable.

Encourage manners – be polite – say please and thank you.

Comfort a child but don't carry around unnecessarily.

Share your time – don't play exclusively with one child. Use the child's name (write it clearly and spell it correctly on paintings etc.)

Try to avoid sitting with your back to the main area of play – be observant.

Let other staff know when you need to leave the room (going to the toilet etc.) to ensure adult/child ratios at all times.

Always use appropriate language around children.

Because you work closely with the children, you will get to know them well. If you have any concerns, speak to a duty manager.

All staff need to be aware that ALL INFORMATION ABOUT CHILDREN AND THEIR FAMILIES is STRICTLY CONFIDENTIAL and only for use within the setting.

### **BE POSITIVE ROLE MODELS**

#### Propriety & behaviour

This is detailed in our Promoting Positive Behaviour Policy

All staff working for The Apple Trust have to maintain confidence and respect of the public ( i.e. parents and children) and all those they work with.

All staff must:-

- be positive role models

- NEVER behave in a manner which would lead any reasonable person to question their suitability to work with children
- NEVER make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such.
- be aware that behaviour in their personal lives may impact upon their work with children and young people
- NEVER compromise their position in the workplace by misuse of drugs alcohol, or by acts of violence.
- not consume alcohol or any illegal drugs whilst 'at work' ( 'at work' – the duration of the whole working day, including lunch breaks, rest breaks, overtime, or before you are due to attend work)

### Dress & appearance

A person's dress and appearance are matters of personal choice and self-expression. However staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not in work.

Dress code:

Uniform must be worn at all times – uniform consists of:

- Purple 'Apple Trust' polo/tee shirt
- Navy 'Apple Trust' sweatshirt/hoody/fleece
- Navy or black 'Apple Trust' vest top

Acceptable work clothing also may include:

- Plain navy, black or dark grey trousers, jeans or joggers
- Plain navy or black shorts/ crop trousers may be worn in warm weather.  
*(please note these items must be plain, without patterns, logos or contain contentious slogans)*

*Additional uniform is available from the office.*

- If attending the workplace or training event in own clothes for any particular reason, ID must be taken..

Appropriate clothing should not be viewed as offensive, provocative, or revealing. This means that trousers/tops should adequately cover you with no underwear on display.

Sensible footwear must always be worn; pumps, shoes, or boots with heels no higher than one inch. It may be appropriate to bring indoor shoes. No flip flops allowed.

Personal hygiene must be of the highest standard.

- Hair, nails, hands, etc must be kept clean and free of “loud” nail varnish. If wearing nail varnish, avoid chipped and tatty looking nails.
- Hair should be tied back and look presentable.
- Clothing /uniform should be clean and free from tears and wear.
- As we work in close quarters please be aware of personal hygiene.
- Facial piercing must be discreet and safe.
- Jewellery must be kept to a minimum, large rings, bracelets or necklaces must not be worn and all jewellery worn is done so at the owners own risk.

Reviewed by managers: May 2022

Next Review date: May 2024