

# Razzy's Daycare & Nursery



Razzy's Daycare & Nursery  
Est. 2025

## Staff Code of Conduct Policy

Date of Issue: December 2025

Review Date: December 2026

### Introduction

At Razzy's Daycare & Nursery, we recognise that staff play a vital role in safeguarding children and promoting their welfare. This Staff Code of Conduct sets out the standards of behaviour, professionalism and responsibility expected of all adults working within the setting, including permanent staff, temporary staff, students, volunteers and visitors. The policy aims to ensure that children are cared for in a safe, respectful and nurturing environment and that all staff conduct themselves in a manner that upholds the values of the nursery and complies with statutory requirements. This policy should be read alongside the Safeguarding and Child Protection Policy and other relevant procedures.

### Legal and Regulatory Framework

This policy is informed by and complies with the following legislation and guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS 2025)
- Children Act 1989 and 2004
- Childcare Act 2006 (as amended)
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (where relevant)
- Health and Safety at Work Act 1974
- Equality Act 2010

### Professional Behaviour and Responsibilities

All staff at Razzy's Daycare & Nursery are expected to act in a professional manner at all times and to promote a positive and respectful environment. Staff must behave in a way

that reflects the values of the nursery and supports the safety, dignity and wellbeing of every child. This includes maintaining appropriate boundaries with children, families and colleagues and treating everyone with respect, fairness and sensitivity. Staff must follow all nursery policies and procedures and work collaboratively to ensure consistent practice.

### **Safeguarding and Duty of Care**

Safeguarding is the responsibility of all staff. Adults working at Razy's Daycare & Nursery must always act in the best interests of children and be vigilant to any concerns regarding a child's welfare. Staff must never place themselves or a child in a situation that could be misinterpreted or compromise safety. Physical contact with children must always be appropriate, necessary and in line with the child's needs and comfort. Any safeguarding concerns, including concerns about the behaviour of colleagues, must be reported immediately to the Designated Safeguarding Lead in accordance with safeguarding procedures.

### **Appropriate Use of Language and Behaviour Management**

Staff are expected to communicate with children in a calm, positive and respectful manner. Language must be appropriate, encouraging and supportive and staff must never use humiliating, threatening or discriminatory language. Behaviour is managed through positive behaviour strategies that support children's emotional development and self-regulation. Physical punishment, intimidation or any form of inappropriate discipline is strictly prohibited.

### **Use of Mobile Phones, Cameras and Technology**

The use of personal mobile phones and devices is restricted during working hours to ensure children's safety and staff focus. Personal devices must not be used to take photographs, videos or recordings of children. Any images or recordings of children are taken only using nursery-approved equipment and in line with parental consent and data protection procedures. Staff must not share information, images or comments about children, families or the nursery on social media or other online platforms.

### **Confidentiality and Data Protection**

Staff are required to maintain confidentiality at all times in relation to children, families and colleagues. Information gained through work must not be shared inappropriately and should only be discussed with authorised individuals as part of professional duties. All staff must follow the nursery's Data Protection and GDPR Policy and understand their responsibilities in handling personal and sensitive information securely.

### **Health, Safety and Professional Boundaries**

Staff must take reasonable care of their own health and safety and that of others, including children, colleagues and visitors. This includes following health and safety procedures, risk assessments and guidance for indoor and outdoor activities. Professional boundaries must be maintained at all times, including appropriate dress, conduct and communication with families. Staff must not engage in behaviour that could bring the nursery into disrepute.

### **Whistleblowing and Allegations**

Razzy's Daycare & Nursery encourages staff to raise concerns where they believe a child's safety or welfare may be at risk or where professional conduct falls below expected standards. Staff are supported to follow the Whistleblowing Policy if they have concerns about colleagues or management. Any allegations made against a member of staff are managed in line with the Managing Allegations Against Staff Policy and statutory safeguarding procedures.

### **Training, Supervision and Support**

All staff receive training on expected standards of conduct as part of their induction and through ongoing professional development. The Staff Code of Conduct is reinforced through supervision meetings, appraisals and training sessions. Management provides support and guidance to staff to ensure expectations are understood and upheld consistently.

### **Monitoring, Breaches and Disciplinary Action**

Compliance with this Staff Code of Conduct is monitored by management on an ongoing basis. Any breaches of the policy are taken seriously and may result in disciplinary action in line with the nursery's disciplinary procedures. Serious breaches relating to

safeguarding or professional misconduct may result in suspension, referral to external agencies or dismissal.

## **Review**

This policy is reviewed annually or sooner if there are changes to legislation, guidance or nursery practice. All staff are required to confirm that they have read, understood and agreed to adhere to this policy.