**Code of conduct for Staff, Students and Visitors**

Staff receive a staff handbook which advises them on Code of Conduct. This will also regularly be discussed during staff meetings. The nursery Manager ensures all staff conduct themselves in the correct manner during working hours:

* Staff/Students are to be always polite to each other and respect each other.
* Bullying will not be tolerated under any circumstances.
* Children are to be cared for and respected in line with our policies and the minimum standards. Mistreatment of a child in any form will be an instant dismissal and relevant agencies will be phoned – Police, CSSIW etc.
* Staff are to always wear the correct uniform.
* Staff are to use appropriate language and behave in an appropriate manner.
* All visitors are to be fully supervised.
* Staff are to be polite and helpful to visitors.

Staff are also required to follow all Policies and Procedures that are in place. If staff do not follow these procedures, then the Officer in charge will implement the Staff disciplinary procedure:

1. Issue verbal warning
2. Issue written warning & arrange meeting with Proprietor to discuss concerns and ways of moving forward.
3. Dismissal/termination of employment
4. Any serious breach would be an instant dismissal.

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| **This Policy was adopted on**  | **Signed on behave of the nursery** | **Date for Review** |
| March 2021 | *S A Johnstone* | March 2022 |