Staff Code of Conduct

All our staff at Little Sprouts Nursery are expected to follow the five aims of our code of conduct.

Care

1. To supervise the children at all times
2. Be aware of the children's safety and needs
3. Ensure there are plenty of stimulating educational and fun activities on offer for the children
4. Respond to the individual needs and demands of the children to the best of your ability
5. Put yourself in the 'shoes' of others
6. Treat equipment and resources with care and respect; as if they were your own, modelling good behaviour towards the children
7. Be accountable and take responsible for your own actions
8. Treat everyone with respect and fairly

Quality

1. Reflect on your own work, identify your strengths and weaknesses, to build and improve on them
2. Enhance the nursery and care given in anyway you can
3. Provide constructive feedback and ideas to help improve Little Sprouts Nursery
4. Seek any means (courses) to improve yourself and your skills
5. To arrive with an acceptable dress code, wearing uniform provided
6. Not to cause offence to others around us
7. Listen to our colleagues

Commitment

1. Be prepared and willing to 'go the extra mile'
2. Be enthusiastic towards your job, parents, children and other team members

3. Be reliable, with minimal absences
4. Put yourself in the 'shoes' of others
5. Promote Little Sprouts Nursery's vision and mission
6. Ensure the highest quality of care to the children and safeguard their environment

Trust

1. Act with honour and integrity
2. Be honest, truthful and open
3. Uphold the trust placed in you, by client, respecting their individual requests and demands
4. Providing the highest standard of care
5. Keeping information shared confidential

Teamwork

1. Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care
2. Support fellow team members - ensure no one person is doing all the work and help other team members if they require it
3. Be friendly and considerate, promoting a happy and friendly environment - remember each individual is unique
4. Work together to ensure the best possible outcome of the children in our care
5. Communicate in a positive and friendly way with parent/carers

Managers Signature 