



55 Coniston road, London, N17 0EX

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## **Sunrise Preschool**

### **Code of Conduct – Staff**

- Honesty – talk to each other, but not about each other. Talk openly with manager in staff meetings or during supervisory sessions if you want to be heard and your views taken into account.
- Don't forget that issues relating to children or the school must be kept confidential, within the staff team involved unless agreed otherwise.
- Anyone working a full day must take a minimum of 45 minutes break in the middle of the day.
- Please ring or text Meeta as soon as possible in the evening but no later than 7am, if you are going to be late or absent for any reason.
- If you are unwell you must phone us yourself and talk to the manager giving us some idea, if possible, of how long you will be absent. If you are away for more than a few days please ring in regularly to update us on how you are. Please ring in before 4pm to inform if you will be in the following day. If you do not call before 4pm, we will assume you will be absent and alternative arrangements will be made to cover your absence.

- Do not try to work if you have an infectious or contagious illness (please refer to the “Children’s Sickness Policy” for more guidance).
- We must comply with Health and Safety, Food Hygiene and Safeguarding Policies. Therefore please dress appropriately; earring/necklaces must not be dangling. Rings must be moderate in size and should fit securely. Chests and armpits must not be visible. Undergarments must not be visible or transparent through clothes. Torn jeans trousers are not permissible. If preparing food please remove all jewellery and watches.
- Staff may only use the telephone for personal calls in emergencies. You are allowed to give the school number for emergencies. All other calls should be made on your own mobile in the staff room. Please keep your mobile/camera in your bag on silent whilst at work at all times.
- Fasting while at work: staff may request time off if they find it necessary. Please discuss this with the management.
- Sunrise promotes a vegetarian healthy eating ethos and we ask staff to be an example of that for the children.
- All staff are expected to attend all training to enhance their delivery of good quality care and education.
- The code of conduct for staff, The Health and Safety policy/procedure and The Contract of Employment (terms and conditions) form your contract of employment with Sunrise. Any breech of any of these policies and procedures may result in disciplinary action and or dismissal.

I have read, understood and accept the above documents and all the terms and conditions.

Staff Name ..... Date ...../...../.....

Name of officer on behalf of Sunrise Education Trust .....

Date...../...../.....