

Colleague Code of Conduct Contract

We value all the people who choose to work at our nursery. We want to make sure that all our colleagues treated with the same respect in a supportive and welcoming environment. Therefore, we ask that all of our colleagues to agree to the following contract in relation to their conduct towards one another.

As a member of X organisation, I agree to RESPECT my colleagues by demonstrating the following.

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| R | Responsibility | I am accountable for my own actions and consider carefully what I do and why I do it. I can take initiative to make my own decisions but justify why I have chosen to act in this way. I manage my own time effectively and plan ahead to ensure I can complete all of my tasks |
| E | Empathy | I take time to acknowledge and understand others points of view. I treat others' opinions with respect and listen to their ideas. I can enter into discussions with professionalism. I always have room for compromise |
| S | Safety | I act in a safe manner which ensures being alert and vigilant with the children at all times. I am considerate of ratios and my fellow team members and ensure I spend minimal time away from the classroom. I look out for the safety and wellbeing of all my colleagues which involves practically and emotionally and agree to support them. I ensure I keep sensitive information that is specific to the children in my setting private at all times and discuss any serious concerns with my line manager. |
| P | Positive Attitude | I uphold a positive attitude whilst at work, particularly with parents and perspective parents. I welcome all parents with a smile and positive manner and make considered effort to talk and engage with all parents. If I have any concerns, I follow the communication protocol and discuss this professionally with my line manager. I know my potential and have confidence in my abilities all the while being aware of my limitations and how I am going to improve and develop as a practitioner. I am a positive role model for children at all times and speak in a positive manner towards all staff. |
| E | Excellence | I strive to achieve in all aspects of my practice. I am aware of ways to improve and make determined effort to progress. I support my colleagues, using my areas of expertise and equally accept support and suggestions from them. Working with my team, I will play my part in ensuring exceptional and outstanding practice and contribute to my classroom. |
| C | Caring | I value myself and other people. I speak positively about myself and others. I show care and consideration towards the children and towards my fellow team members |
| T | Teamwork | I work with my colleagues to make our work successful and effective. I am clear of the team's targets and overall goals and contribute significantly towards achieving them. I know my designated roles and responsibilities within my team and ensure that I uphold my duties. I am respectful of others roles within my team and allow them to develop. I know the professional protocol and respect decisions by my line manager and senior managers. |

Name Room

Signed Date