



04. Code of Conduct Policy

Aims of Policy

Parents, children and all stakeholders are entitled to expect the highest standards of conduct from all our staff, and it is regarded as an essential part of the warm welcoming ethos of our Pre-School. The aim of this Policy is to provide guidelines which will help us maintain and improve standards and protect all our staff from any misunderstandings or criticism.

Standards

We expect all our staff to provide high levels of care and if necessary, advice to parents and other members of staff. All staff are role models for children and we expect all staff to lead by example. We do not shout or raise our voices unless we believe the safety of the child is compromised. No inappropriate language or phrases will be used. We will endeavour to use a reassuring non-threatening tone and positive body language at all times. We are aware that aggressive body language or shouting presents a negative example of how we should behave as adults.

We require all staff, students and volunteers to treat one another with friendliness, care and courtesy. We familiarize all new staff with all our policies as part of their induction. Staff and children alike should feel safe, valued and protected at Seer Green Pre-School. Staff will be expected, by following agreed procedures and without fear of recrimination, to bring to the attention of the Pre-School Leader or Committee Chairperson any deficiency in the standards. The 'Whistleblowing Policy' (Policy 37) may be followed where appropriate.

Disclosure of Information

We are a very open democratic Pre-School and pride ourselves on open communication; however, when information is necessarily confidential it should only be made available on a "need to know" basis.

Confidentiality

We expect all staff to respect any confidential or sensitive information that they may have access to as a result of working in the Pre-School environment. Staff are reminded not to discuss individual children, other than within the staff team for the purposes of curriculum planning/group management, with people other than the parents/guardians of that child. If a member of staff is in any doubt about the confidentiality of an issue, they should discuss their concerns with the Pre-School Leader or Committee Chairperson (where appropriate). Issues relating to the employment and payment of any member of staff, will remain confidential to the individual concerned and to those involved in the decision making- or the administering- of the process.

Staff are also reminded of their obligations to respect confidentiality as detailed throughout all the sections of our 'Safeguarding Children' policies (Policies 17 to 25).

Appearance

The appearance which we present to each other, parents, carers and visitors is important. Our expectation of all Pre-School staff is that they conform to standards of dress as befits a profession. Although many styles of dress are acceptable, staff should dress appropriately for their job and give a positive image.

Drugs, Alcohol and Smoking

Except for medical reasons, employees must not take any substances that might affect their work. No staff should consume or be under the influence of drink/drugs during their hours of work. No smoking is permitted anywhere on the premises or in the Pre-School grounds.

Hospitality, Gifts and Sponsorship

Staff should not accept significant personal gifts from outside suppliers or hospitality that might give rise to suspicion or concern. Offers to attend purely or mainly social or sporting functions should only be accepted when the function is part of Pre-School/centre life or when the Pre-School is being represented, or when it is clear that the hospitality is corporate rather than personal. When an outside agency wishes to sponsor an activity, particular care must be taken if dealing with any potential contractor, or when any partner, spouse or relative of a member of staff might benefit.

Outside Commitments

We would encourage all staff to inform the Pre-School Leader of any additional employment that they choose to take on, that may affect their flexibility to work at the Pre-School. They should be clear about their contractual obligations and make sure their additional employment does not conflict with their Pre-School interests. Additionally, all staff must not engage in any activity which could weaken or undermine the name of- and the viability of the Pre-School.

Mobile Phones and Social Networking Sites

Please refer to pages 2 and 3 of our 'Safeguarding Children Policy – Child Protection' (Policy 19) for details on mobile phone usage and social networking sites.

Conclusion

Our staff at Seer Green Pre-School are our strength. How the staff conduct themselves reflects on the whole Pre-School. High standards and expectations are essential in all aspects of our work.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Committee Chairperson)

This policy was reviewed as indicated below:

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| Date reviewed: | Reviewed by: |
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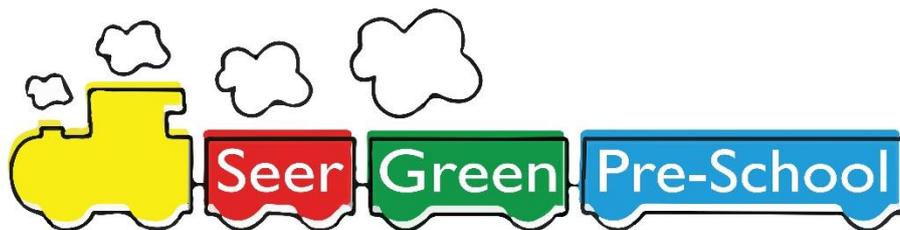
UNCRC related articles:

Number 19

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Number 36

Governments must protect children from all other forms of bad treatment.



Code of Conduct Policy

I have read and understood the Code of Conduct Policy and agree to abide by it for the duration of my employment at Seer Green Pre-School.

PRINT

NAME:.....

SIGNATURE:.....

DATE:.....