



## Code of Conduct Policy

### 1. Code of Conduct for Workers

1.1 Never use any kind of physical punishment or chastisement such as smacking or hitting. (Ref: 'Achieving Positive Behaviour Policy')

1.2 Do not smoke in front of any child or young person. Smoking is not allowed on the Preschool Premises. (Ref: 'Drug, Alcohol & No Smoking Policy')

1.3 Do not use unprescribed drugs or be under the influence of alcohol. (Ref: 'Achieving Positive Behaviour Policy')

1.4 Never behave in a way that frightens or demeans any child or young person.

1.5 Do not use any racist, sexist, homophobic or other discriminatory or offensive language. (Ref: 'Valuing Diversity & Promoting Equality Policy')

1.6 Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations. You should mention to your line manager if you have received them.

1.7 Do not engage in rough or sexually provocative games.

1.8 Unless explicitly part of your job, avoid being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and make a note of the conversation afterwards. (Ref: 'Safeguarding Policy')

1.9 Workers should be aware of the potential for misunderstanding when touching children. If it is an accepted part of an activity, touching should be appropriate to the situation and follow the organisations Safeguarding Policy. Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour. Workers should, however, endeavour to minimise any possible misunderstanding of their actions. (Ref: 'Safeguarding Policy' & 'Staffing, Employment & Induction Policy')

1.10 Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help. Do not kiss children on the lips.

1.11 It is permitted to talk to children about their right to be kept safe from harm.

1.12 Do listen to children and young people and take every opportunity to raise their self-esteem. (Ref: 'Safeguarding Policy')

1.13 Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from young people and be consistent in enforcing it. Any concerns should be raised with Play Leaders and discussed at Staff Meetings.

1.14 At induction you will have read and been given a copy of our Safeguarding Children Policy and Procedures relating to it. Make sure you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns. Advice and support can be obtained from your colleagues, Play Leaders and your Nominated Safeguarding Children Advisor.

1.15 Do be clear with anyone disclosing any matter that could concern the safety and well being of a child that you cannot guarantee to keep this information to yourself. (Ref: 'Safeguarding Policy')

1.16 Do seek opportunities for training such as that available through Wiltshire Safeguarding Children Board.

1.17 Never let allegations, made by anyone, go unacknowledged, unresolved or not acted upon. Talk to your line manager or your Nominated Safeguarding Children Advisor.

## **2. Code of Conduct for Parents**

2.1 Please address staff and children in a polite and respectful manner at all times.

2.2 If you have a complaint to make, please refer to our complaints procedure.

2.3 Please choose an appropriate time to speak to staff (this can be arranged at the beginning / end of session and in a private area away from others.)

2.4 Please be aware that alcohol consumption or illegal substances affects your judgement and responses. We want you to be fully competent of taking care of your child for the journey home. If staff are concerned about your ability to do this, we will advise that you take a taxi home or request for someone else to collect you and take you home. Car seats should also be used for children using our setting and we reserve the right to refuse you to let your child leave if a car seat is not available.

2.5 During the time that your child/children attend the setting the Preschool is responsible for them. Outside these times your child/ children are the responsibility of their parents/carers. If you attend the pre-school with other children, these children remain your responsibility at all times.

2.6 Please note children not collected promptly at the end of their session may be subject to a late collection fee. (Ref: 'Uncollected Child Policy')

2.7 Please ensure that you read newsletters and notices carefully (copies of these are posted on the information notice board in the foyer) together with the latest minutes from the Committee Meetings. All email correspondence to parents is kept in a file in the Foyer.

2.8 Please share relevant information regarding your child/children with the staff. Learning Journals are available for each child for you to contribute to. Staff and Key Person (s) are available for you to see if you wish to discuss anything.

## Code of Conduct for Children

### Our GOLDEN RULES

We are friends with everyone  
We share and take turns with the toys  
We walk when inside at Pre-school

***PLEASE NOTE: the above criteria of the Code of Conduct exists within our setting and if we feel that anyone has not met this criteria, we will refer it to the Designated Officer for Allegations.***

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 16 / 5 / 2016

Signed on behalf of the Management Committee .....

Print Name                      Joanna Aldred

Role of Signatory              Joint Chair

Date to be reviewed          May 2017