



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'* & *'Drug, Alcohol and No smoking 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.

3. Staff Absences

Neston Preschool, Breakfast and Afterschool Club ensure there is always cover and that service is maintained according to child/adult rations.

It may be necessary at times to use our emergency closure policy if we are unable to staff any of the above for unavoidable reasons, these could include, but are not limited to the below;

3.1 Illness

If staff are unable to attend work due to illness they must phone in and speak to the manager at least 2 hours before they start work. Please use either the mobile phone of the manger or home telephone number.

Staff need to keep the manger notified of their absences daily, or give an expected amount of time off.

3.2 Other Absences

We are aware there may be times when staff need time off for medical appointments, and/or training. The manager should be notified in advance so cover can be arranged.

There may be times when staff are absent due to dependant illness. The manager needs to be informed in the normal way, as if the staff member was ill.

3.3 Planned Leave

Staff are only supposed to take time off outside of term times. We at Neston Preschool understand there may be reasons that staff may need time off, therefore, staff need to speak to the manager and/or the chair of the committee for permission. Staff will have to wait for confirmation of leave. Requested leave should be submitted in writing, in the first instance, to the manager.

3.4 Long Term Sickness

It is important for Neston Preschool to understand the reason for staff absences. We want to know if there is anything we can do to help, eg. Light duties.

The management committee will meet with the staff member/s to discuss their absence, medical information and other related issues. We will give reasonable notice of the meeting, time and location.

3.5 Upon Return to Work

Upon return to work, staff will have a meeting with the manager to discuss the reason for absence, if they saw a doctor, if they need anything and if they are happy to return to work. Staff will sign a form to show that this meeting has taken place and the outcome.

3.6 Anti Bullying for Staff Code of Conduct

Work place bullying occurs when an employee is made to feel uncomfortable and harassed. It may take the form of verbal insults, inappropriate rumours, or physical actions. The severity can vary from subtle bullying such as constant sarcasm, nit-picking and banter to obvious harassment.

The work place environment thrives on mutual respect and compassion.

Examples of bullying include, but are not limited to;

- Constantly criticising some ones work
- Constantly putting someone down, both to them and others
- Spreading malicious rumours
- Excluding colleagues from social events
- Putting humiliating, offensive or threatening comments or photos on social media

Bullying can have a detrimental effect on the victims personal life as well as their work performance. Work place bullying increases stress levels and stress can cause health issues such as panic attacks, insomnia, high blood pressure and palpitations.

To prevent bullying, staff will;

- Have good communications with each other
- Support each other and work as a team
- A 'telling' ethos is encouraged in setting
- Self respect and self esteem will be promoted at all times
- The setting rules are as positive as possible and are to be followed by all staff

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. It was reviewed and updated in January 2024.

Signed on behalf of the Management Committee:

Print Name Lisa Andrews-Heyde

Role of Signatory Chairperson

Date to be reviewed January 2025