



St Tudy Pre-school

Code of Conduct

Overall principles

At our pre-school the welfare of each and every child and member of staff is paramount.

The manager and staff are responsible for safeguarding and promoting the welfare of children in our pre-school. This responsibility extends to a duty of care for all adults employed, on committee, volunteering and other involvement within our pre-school setting.

Our manager and staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Managers and staff should work and be seen to work, in an open and transparent way.

The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

Managers and staff should continually monitor and review our practices and ensure they follow the guidance within this document.

Our Code of Conduct

- All staff recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding
- All managers, staff, committee members and volunteers are responsible for nurturing and educating the children at our pre-school setting, as well as providing information and support to parents.
- All managers, staff, committee members and volunteers should always strive to develop and improve their understanding of a child's development through on going education, training and collaboration with colleagues.
- All managers, staff, committee members and volunteers have responsibility to understand and adhere to current and changing legislation and guidance that supports their roles within our pre-school setting.
- All managers, staff, committee members and volunteers have a responsibility to contribute to our pre-schools responsibility to protect all children and encourage 'safer working culture'.
- All staff at our setting are expected to adhere and follow agreed procedures and policies, without fear or recrimination, to bring attention to registered person or manager any deficiency in standards provided within our pre-school.
- If staff have concerns with regard to Managers or other senior staff, then the correct procedures are to be followed.
- When information is necessarily confidential it should only be made available on a 'need to know basis' and adhere to our pre-schools Confidentiality policy.
- All staff should dress in appropriate uniform and clothing for their job and project a professional image of our pre-school at all times.
- Long hair should be tied back, no jewellery except watches, important rings and studded earrings, appropriate footwear, if open toed shoes – must have a back. No flip flops.
- Except for medical reasons, staff should not take any substances that might affect their work.
- No staff member at our pre-school should consume or be under the influence of drink/drugs during their working hours.

- No smoking is permitted within the premises or around the premises of our pre-school and not whilst wearing preschool uniform* (see appendix 1)
- All Staff/volunteers/students to inform manager of any changes to their
 - * Medication
 - * Criminal Convictions
 - * Changes to their living arrangements (to include anyone who has been disqualified to work with children)

***Appendix 1: Smoking, Alcohol and Drugs**

Our pre-school strongly prohibits the use or possession of cigarettes, alcohol and illegal drugs on our premises at anytime. If staff, students, volunteers or children are found to have broken the rules in respect of this policy it will be treated as a very serious disciplinary matter.

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. Any contravention of the provisions of this policy will be dealt with under the pre-schools Disciplinary & Grievance Procedures.

Drugs

Staff, students, volunteers who arrive at the pre-school clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented.

If staff are found in possession of illegal drugs, serious disciplinary actions will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work the manager must be informed immediately.

If a member of staff has good reason to suspect that a parent/guardian/carer is under the influence of illegal drugs when they drop off or collect their child they have a duty to inform both the manager and the designated Safeguarding Children/Child Protection Officer, according to the provisions of the Safeguarding policy.

In such circumstances, the manager and the Safeguarding Children/Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs/drink.

Where an illegal act is suspected to have taken place the police will be called, further procedures will be taken including Ofsted being notified, suspension of employment/or access to our services and there will then be a Committee hearing to discuss next actions and which, if not already, other authorities will be notified.

Alcohol

Staff, students, volunteers or children who arrive at the pre-school clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow.

Staff are not permitted to bring alcohol onto the pre-school's premises.

If a member of staff has good reason to suspect that a parent/guardian/carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the manager and the designated Child Protection Officer, according to the provisions of the Safeguarding Policy.

The manager and the Safeguarding Children/Child Protection Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit.

Where an illegal act is suspected to have taken place the police will be called.

