CODE OF CONDUCT

POLICY STATEMENT

Children usually feel more confident and positive about themselves and their learning when parents/carers and practitioners work together in an atmosphere of mutual respect. (EYFS – Effective practice – Parents as Partners).

Aim

St Michael's Pre-School recognises that to make children feel valued and to enhance the learning and development of those who attend our setting, a positive and effective partnership with parents/carers is essential and will be encouraged at all times.

Procedures

As a consequence St Michael's Pre-School will strive to provide a safe, welcoming and happy environment for the children and families that access our service. We firmly believe that by working together parents/carers and educators can provide long lasting and beneficial effects on the children's learning and emotional well-being. This policy is to be used as a guide for all parent/carers, volunteers, staff, extended family, visitors, students and professionals who access our setting. We have a legal responsibility to provide a comfortable, safe and happy environment for all of the children and staff, in which the rights of the child are considered at all times.

We will do this by:

Providing an open, welcoming environment where everyones contributions are not only valued and respected but positively encouraged.

Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.

Encouraging parent/carers to support and participate in the day to day activities that we provide for the children.

Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued, and parents will feel that their views and opinions are important.

To ensure the smooth running of the setting due regard should be given to the following.

Policies and Procedures
Our policies and procedures are always available in the setting and on our website. New parents can see a copy of our key policies and procedures upon enrolment of their child(ren). Compliance with all policies and proceures is essential. All staff, students/volunteers will receive a setting induction where key policies are discussed, and where everyone is made aware of the procedures for the Emergency Evacuation of the building in case of fire or other critical incidents.

Communication
Is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards others using acceptable verbal and non verbal language. At no time will aggressive or offensive language be acceptable from anyone whatever the circumstances may be.

Discipline Issues
Discipline issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to them directly. Children's behaviour should only be discussed within the confines and privacy of one of the siderooms .

Respect
We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference with all people.

Confidentiality
Confidentiality is paramount and everyone is expected to comply with the settings Confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.

Conduct
Always act in the best interests of other people.

Professional Conduct
The employee is expected to undertake their duties in a manner that promotes the good name of St Michael's Pre-School and does not bring the school into disrepute. The employee must not engage in any activity, which could weaken or undermine the viability of the pre-school or cause an employee not to discharge their duties effectively. Members of staff must not have their mobile phone on whilst carrying out their duties. We ask all our staff not to friend parents on social media who have a child currently at the pre-school unless they were already friends before the child started. If this is the case staff and parents must not discuss the pre-school on social media. This is for the protection of our children and staff. The employee must notify the Manager of any activity which may fall into the above categories.

Staff must be prepared to train to ensure they meet OFSTED and other legal requirements and to attend regular staff meetings. It is the staff member's responsibility to ensure they have read and are up to date with the pre-school's policies and review them at regular intervals. Every staff member must have a current DBS Check in place and be on the Update service. All staff are required to follow their job description at all times. St Michael's Pre-School views non-compliance of the above extremely seriously and should any breach occur the situation will be investigated and disciplinary action may be taken against the employee, which could result in the employee being dismissed from the pre-school. In addition St Michael's Pre-School may take legal action against the employee. Should the employee at any time be unclear about any aspects of the terms and conditions surrounding 'professional conduct' the employee should discuss their query with a Manager.

Dress Code
All staff are required to wear a polo shirt and/or hoodie with the pre-schoo logo, sensible trousers/jeans Appropriate footwear should be. worn This must be appropriate for working within the pre-school. In summer open toes sandals can be worn at employees own risk.

No Smoking/Vaping
Smoking/Vaping is not permitted either inside or **outside** the setting.

For this policy to be effective everyone concerned must take ownership and assume responsibility of it. To ensure that this happens:

The Management will endeavour to:
Abide by the standards of conduct as set out in this policy.

Provide all parents/carers with access to a copy of this policy and make them aware of its importance and implications of not abiding by it.

Ensure that this policy is available at the setting and that all volunteers, students and visitors are made aware of it and agree to abide by its terms and conditions.

Ensure that this policy is provided to staff upon acceptance of employment and that they are made aware of the serious implications of not acting within its boundaries.

The staff will endeavour to:
Abide by the standards of conduct as set out in this policy.

Respect individual needs and value the cultural practices and beliefs of the children and families that use our service.

Work with colleagues, management and parents/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service.

Act as positive role models at all times.

Ensure that parents/carers helping out are not left alone with a child and are not placed in situations where they may feel awkward.

Parents/Carers will endeavour to:

Abide by the standards of conduct as set out in this policy.

Breach of Code of Conduct

Any breach of the code of conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include, but is not limited to, any of the following procedures.

A first and final warning meeting/letter being issued to inform the relevant person of the outcome of the investigation and that another breach of conduct will not be tolerated.

A restraining order being sought against the relevant person, which will in effect prevent that person from attending the setting even to drop off or pick up children.

The suspension and possible permanent withdrawal of a child's place. This action will only be taken if all other avenues have been explored and the management feel that this is the only possible course of action left open to them. If the staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, then Police will be contacted, and their assistance requested to help deal with the situation.

Policy Reviewed in September 2026