

Code of Conduct

Aim

To define the expectations the pre-school has of its staff and volunteers in line with the government's guidance regarding safer working practice.

Statement

All staff have a personal responsibility to be aware of, and abide by the Stepping Stones Pre-School code of conduct. With regard to parents, carers, children and colleagues we expect all staff and volunteers to:

- Prioritise the safety and well-being of children, and maintain a focus on their needs.
- Treat children, parents, carers and colleagues with dignity and respect.
- Maintain professional integrity and recognise appropriate boundaries. This includes not sharing personal phone numbers with children and parents, and not using social networking sites to communicate to anyone regarding the setting or any aspect of work in our setting.
- Maintain confidentiality as appropriate, and be clear about when information will be shared.

With regard to professional behaviour we expect all staff and volunteers to:

- Role model professional behaviour.
- Communicate effectively and professionally. This includes avoiding inappropriate language, remarks and gestures.
- Present themselves appropriately in a work context. This includes wearing appropriate and safe clothing.
- Behave appropriately outside the work setting.
- Not misuse substances such as drugs and alcohol that might have a detrimental effect on children or an individual's suitability to work with children.
- Access relevant training, and ensure training is embedded in practice.