

Code of Conduct

Our beliefs

The welfare of the child is paramount

We aim to develop strong, positive relationships that allow everyone to maximise potential and growth.

With everyone's co-operation the Preschool is a happy secure place where needs are met and where all have the opportunity to succeed.

At Fledglings there are a variety of strategies and programmes in place that foster co-operation, teamwork and growth.

Our behaviour code endeavours to promote the well-being of all those who work and play in our setting.

We aim to empower children with skills that develop self-discipline, mutual respect and co-operation. By meeting success, children will be confident, feel positive and care for the needs of others.

This code of conduct has been discussed and developed by all of the staff at Fledglings.

Children - have the right to play and learn in a friendly, safe and supportive environment and everyone has the right to be treated equally and well.

Staff -

All staff are responsible to safeguard and promote the welfare of the children on our care. We will:

- always be positive and offer friendly supervision.
- teach appropriate behaviour.
- use verbal and non-verbal praise and encouragement.
- involve parents.
- Always be professional, courteous and helpful

The staff also have the right to work in a pleasant and safe environment with appropriate support and co-operation from the Manager and parents.

This code applies to all adults who work within the setting in any capacity, paid or as a volunteer. Children are learning all of the time and it is therefore important that the example we set them is always of the highest calibre. Children will be watching us as we work and move around the setting. They will copy us, and may talk about us to others outside the setting. We expect all adults to comply with this code of conduct at all times, within the setting, or on visits on behalf of the setting.

When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem
- demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are never acceptable
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- treat all children as individuals with equal concern and respect
- actively discourage gossip about adults or children
- maintain confidentiality about anything that we see or hear in the preschool, so that parents and children can trust us, and as a way of showing respect to our fellow professionals
- work as part of a team, contributing to as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children
- treat everyone with respect
- dress appropriately, so that we set a good example for the children and to show that we are here to work
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- Ensure our mobile phones are stored securely in the kitchen. Photos are only taken with the preschool camera or preschool phone.

To uphold the statutory requirements of working with children we will:



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- work within the Preschool's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff
- follow the Preschool's guidelines on dealing with the children, with particular regard to policies and practices about behaviour and discipline, and about when and how we are able to restrain or handle children
- keep up to date with the guidelines for safeguarding children, know what to do and who to report to if anything occurs
- maintain confidentiality about children, their families, home circumstances, medical conditions, work, behaviour and progress. Although, where staff have good reason to believe that a child is at risk, or is likely to be at risk of child abuse or neglect, the safeguarding policy will override confidentiality on a 'need to know' basis.
- Use social media responsibly

Parents and carers

It is the aim of the preschool to provide a friendly and respectful environment for all children, staff and families. The preschool staff have a duty to respect the code of conduct and in turn we would like parents to take note of their responsibilities as a parent to ensure our ethos is continued. We are committed to ensuring that all children are safeguarded whilst in our care, and so with this all in mind, you can help us to maintain our responsibilities in the following ways:

Please do:

- Share information with staff on your child's development, learning, health and well-being
- Give us a complete half term's notice in writing in advance of your child leaving
- Let us know if someone else is collecting your child and give them a password
- Collect your child on time - if you are going to be unavoidably late then please contact the preschool to let us know
- Ensure you can safely transport your child to and from the preschool using age-appropriate car seat restraints
- Discuss any worries, concerns or complaints with your child's Key Person or the Preschool Manager, as appropriate
- Inform us before 9.15 by text or email if your child will be absent, and for what reason.
- Inform us before 9.15 by email of any existing injuries - grazes etc detailing what the injury is, where the injury is, when it happened and if there is anything we need to be aware of regarding any ongoing treatment
- Respect decisions regarding exclusion of children due to illness

Please refrain from:

- Shouting at, smacking or physically punishing any child(ren)
- Using inappropriate language or displaying aggressive or intimidating behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing
- Discussing sensitive issues within earshot of your child or other children or other adults
- Taking photos or videos of children other than your own, unless agreed by a Manager of the Preschool. Please don't place any photos which include other children on any social networking sites.
- Using your mobile phone whilst in the Preschool.

Failure to adhere to any of the above may place your child's place at the preschool in jeopardy, although this action will only be taken if all other avenues have been explored and the management feel it 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 the police will be contacted and their assistance requested to help deal with the situation.

The setting believes that if the above points are adhered to, a safe, friendly and respectful environment will be created.