

CODE OF CONDUCT

Our Code of Conduct is designed to give clear guidance on the standards of behaviour Bierton Pre School staff are expected to observe.

Pre school staff are role models and are in a unique position of influence, therefore, should behave in a way which sets a good example to all.

As a member of Bierton pre school community, each person has an individual responsibility to maintain their reputation and the reputation of the pre school, whether inside or outside working hours.

This Code of Conduct should help everyone to understand the types of behaviour which are and are not acceptable.

- Never use inappropriate or offensive language.
- Demonstrate high standards of conduct in order to encourage our children to do the same.
- Staff should avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- This code helps all staff to understand types of behaviour which are and are not acceptable.

Safeguarding Children

- Everyone has a duty to safeguard children. Please refer to Safeguarding policy.
- Safeguarding children includes the duty to report concerns about a child to the Pre School Manager/Designated Safeguarding Officer.
- Staff are provided with a copy of the pre school's Safeguarding Policy and Whistle Blowing Procedure. All staff should be familiar with these documents.
- Staff must not seriously demean or undermine children, their parents/carers or colleagues.
- Staff must take care of children under their supervision with the aim on ensuring their safety and welfare.
- Staff must immediately disclose any information that may affect their suitability to work with children. This includes any criminal convictions of themselves or anyone in their household.

Child Development

- Staff must comply with Bierton Pre School policies and procedures that support the well-being and development of children.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- Staff must follow reasonable instructions that support the development of children.

Honesty and Integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of pre school property and facilities.
- Gifts from suppliers or associates of the pre school must be declared to the Pre School Manager, with the exception of 'one off' token gifts from children or parents/carers. Personal gifts from individual members of staff to children are inappropriate and could be misinterpreted.

Conduct Outside Work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Pre School, the employee's own reputation, or the reputation of other members of the pre school community.

- In particular, criminal offences that involve violence or possession or abuse of illegal drugs or sexual misconduct will be regarded as unacceptable.
- Staff may undertake work outside pre school, either paid or voluntary, provided that it does not conflict with the interests of the pre school nor be to a level which may contravene the working time regulations or affect the individual's work performance.
- Staff must not engage in inappropriate use of social network sites which may bring themselves or Bierton Pre School into disrepute.

Confidentiality

- Where staff have access to confidential information about children or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.
- All employees of Bierton Pre School must adhere to the Confidentiality Policy at all times.
- If a child is considered at risk our Safeguarding Policy will override the Confidentiality Policy.
- All discussions regarding children, their parents/carers or staff members should only take place on pre school premises (or an agreed meeting place) and only with those people involved.
- Staff should always be mindful when speaking to parents, of other people who may be in ear shot of their conversation.

Disciplinary Action

- All staff need to recognise that failure to meet these standards of behaviour conduct may result in disciplinary action, including dismissal.

This policy was adopted by the Bierton Pre School Committee
Date:.....
Signed:.....
Name:.....
Role of signatory:.....

Signed, all staff:
