



Hanborough Pre-School
Charity No 304309

Code of Conduct

Policy statement

To provide a clear framework within which staff, volunteers, visitors and families who use our preschool are expected to conduct themselves.

Hanborough Pre-School strives to maintain a work environment for its staff and a learning environment for its children in which honesty, integrity and respect for others, is constantly reflected in personal behaviour and standards of conduct.

Who must follow our code?

Our code of conduct applies to all staff, volunteers, visitors and families who attend Hanborough Pre-School. We are governed by our pre-school constitution which is agreed by our committee and guides our decisions and systems of organisation. A copy is kept in the pre-school policies folder and our notice board for all to see.

Principles

You are expected to have regard for the impact of your personal behaviour on Hanborough Pre-School, staff, children, the environment and our community.

Hanborough Pre-School receives income from public sources, fundraising and from children's families. It is essential that all these stakeholders can have confidence that Hanborough Pre-School maintains the highest standards of conduct in financial matters and seeks to maintain ethical behaviour. Decision making is open and fair in accordance with our Constitution.

Safe guarding and welfare

Staff have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse and neglect.

All staff should be familiar with Hanborough Pre-School safe guarding policy and whistle blowing policy.

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.

Equality of Opportunity

We promote inclusivity and value diversity. Hanborough Pre-School seeks to

ensure that the setting is supportive, and one where individual respect is shown to all.

Harassment and Bullying

Hanborough Pre-School is committed to ensuring that everyone is able to participate in the life of the preschool without concern for harassment, bullying or intimidation. Everyone in Hanborough Pre-School must ensure that their own behaviour (intentional or unintentional) does not constitute harassment. Hanborough Pre-School will take action against inappropriate behaviour.

Health and Safety

All activities should be undertaken with the highest regard for the health and safety of those affected.

Hanborough Pre-School expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas. Hanborough Pre-School expects appropriate language and prohibits the use of swearing.

Misuse of drugs and alcohol:

It is a disciplinary offence to be on Hanborough Pre-School premises and/or carrying out official duties when under the influence of alcohol or non medically prescribed drugs.

Conduct outside work:

Unlawful, antisocial or other conduct which may jeopardise Hanborough Pre-School reputation or position will be dealt with through the disciplinary procedure.

Mobiles

Please see our policy on use of mobile phones.

Confidentiality

Hanborough Pre-School expects individuals to adhere to our Confidentiality policy and Record Keeping Policy. Please refer to our policy on confidentiality.

Dress code

Staff wear uniform in preschool and volunteers and visitors are asked to dress appropriately for the tasks being undertaken. Clothing may reflect their ethnicity and lifestyle. Appropriate footwear with solid bases that enclose the feet should be worn.

Breaches of this code

This code of conduct has been drawn up to provide a source of guidance to people involved in Hanborough Pre-School.

It is not a contractual document and can be amended at any time by the Committee and published. All staff and volunteers must comply with both the Provisions of this code and the full policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.