

2.4 Code of conduct

Staff, volunteers and students

- Adults will conduct themselves in a professional manner in their relationships with Children and their families, including not overstepping the boundaries into personal Contacts outside school, unless the child is already known to them in another capacity.
- The safety and welfare of the children in our setting is paramount
- Staff will arrive at the setting on time, comply by our dress code and participate in an

Induction process

- Staff will be familiar with our policies and procedures and ensure they are followed.
- Staff will have looked at our list of children who have allergies.
- Ensure that you understand your job role and the current Management structure
- Respect other colleagues and actively support themselves.
- Be polite and have consideration to all those who access the Preschool.
- Fulfil your responsibilities and duties to the children at the best of your ability
- Have an open mind and take responsibility for further training and CPD
- Commitment to sharing information appropriately with parents and other settings..
- Encouragement of communicating expertise and sharing ideas throughout the Preschool
- Be attentive with regard health and safety matters including completing incident forms and Record of injury forms when appropriate.
- Inform Parents of any accidents, gain their signatures to show that they have fully Understood and issue head injury sheets when necessary.

Parent's carers and visitors

- Ensure that you have contacted the preschool to book and induction to meet the Staff and for the staff to meet your child and other family members
- Arrive on time for the child's session and be understanding if staff members ask You to wait before entry.
- When waiting for your child please refrain from swearing.
- Abide by our policies and procedures which can be found on our website an also in our entry hall and office.
- Do not use your mobile phone in the setting.

This policy was adopted by

Hopscotch Pre-school

On

29/12/18

Date to be reviewed

29/12/19

Signed on behalf of the provider

Name of signatory

Lorraine Clark

Role of signatory (e.g. chair, director or owner)

Director