



## **Welbourn Preschool Code of Conduct**

**Children usually feel more confident and positive about themselves and their learning when parents/carers and practitioners work together in an atmosphere of mutual respect.**

**(EYFS - Effective practice: Parents as Partners).**

Welbourn Preschool recognises that to make children feel valued and to enhance the learning and development of those who attend our setting, a positive and effective partnership with parents/carers is essential and will be encouraged at all times. This policy aims to set and maintain standards of conduct that we expect all staff to follow.

**Successful relationships become partnerships when there is two way communication and parents and practitioners really listen to each other and value each other's views and support in achieving the best outcomes for each child.**

**(EYFS - Effective practice: Parents as Partners).**

As a consequence Welbourn Preschool will strive to provide a safe, welcoming and happy environment for the children and families that access our service. We firmly believe that by working together, parents/carers and educators can provide long lasting and beneficial effects on children's learning and emotional well-being.

This policy is to be used as a guide for all parents/carers, volunteers, staff, extended family, visitors and professionals who access our setting. We have a legal responsibility to provide a comfortable, safe and happy environment for all of the children and staff, in which the rights of the child are considered at all times.

### **Welbourn Preschool place great value on:-**

- The physical and emotional well-being of the children: Meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with parents and carers strive to deliver personalised learning, development and care to help children get the best possible start in life.
- Provide an open, welcoming environment where everyone's contribution is not only valued and respected but positively encouraged.

- Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.
- Encouraging parents/carers to support and participate in the day to day activities we provide for the children.
- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued, and parents will feel that their views and opinions are important.

**Children have the right to say what they think should happen when adults are making decisions that affect them, and to have their opinion taken into account.  
(UNCRC Article 13)**

To ensure the smooth running of the setting due regard should be given to the following procedures:-

**Health & Safety:** Our policies and procedures are always on display in the setting and copies are available on request. New parents will receive a copy of key policies and procedures upon enrolment of their child/children. Compliance with all policies and procedures is essential

Everyone will receive a setting induction where key policies and procedures are discussed, and where everyone is made aware of the procedures for the 'Emergency Evacuation' of the building in case of fire or other critical incidents.

**Communication:** Is key to avoiding misunderstanding and potentially volatile situations. We encourage a culture of polite consideration toward others using acceptable verbal and non-verbal language. At no time will aggressive or offensive language be acceptable from anyone, whatever the circumstances may be.

**Discipline:** Issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to them directly. Children's behaviour should only be discussed within the confines and privacy of the setting. At no time will staff members be permitted to raise their voice whilst disciplining a child.

**Respect:** We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people.

**Confidentiality:** Is paramount and everyone is expected to comply with the settings Confidentiality policy and GDPR privacy notice. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.

**Conduct:** Always act in the best interests of other people.

For this policy to be effective, everyone concerned **must** take ownership and assume responsibility of it. To ensure that this happens:

**The Management will endeavour to:**

- Abide by the standards of conduct as set out in this policy.
- Provide all parents/carers with a copy of this policy, making them aware of its importance and the implications of not abiding by it.
- Ensure that this policy is displayed at the setting and that all volunteers, students and visitors are made aware of the serious implications of not acting within its boundaries.
- Ensure that this policy is provided to staff upon acceptance of employment and that they are made aware of the serious implications of not acting within its boundaries.
- Review this policy at least once a year, or as and when required with the involvement and inclusion of management, staff and parents/carers.

**The staff will endeavour to:**

- Abide by the standards of conduct as set out in this policy.
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service.
- Work with colleagues, management and parents/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service.
- Act as positive role models at all times.
- Provide policies and procedures to ensure that parents/carers helping out are not left alone with a child and are not placed in situations where they may feel awkward.

**Parents/Carers will endeavour to:**

- Abide by the standards of conduct as set out in this policy.

**Breach of Code of Conduct**

Any breach of the Code of Conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include, but is not limited to, any of the following procedures;

- A first and final warning meeting/letter being issued to inform the relevant person of the outcome of the investigation and that another breach of conduct will not be tolerated.
- A restraining order being sought against the relevant person, which will in affect prevent that person from attending the setting even to drop off or pick up children.
- The suspension and possible permanent withdrawal of a child's place. This action will only be taken if all other avenues have been explored and the management feel that this 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.

**This policy has taken into consideration the following legislation:**

- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Disability Discrimination Act 1992
- Equality Opportunities Act 1995
- SEND Code of Practice 2014
- Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2018
- Human Rights and Equal Opportunity Commission Act 1986
- Occupational Health & Safety Act 2005
- Sex Discrimination Act 1984
- Workplace Relations Act 1996
- The Protection of Freedoms Act 2012
- General Data Protection Regulations 2018
- Keeping Children Safe in Education Act 2019

This policy has been adopted by Welbourn Preschool

Signed on behalf of the setting by:

**Chairperson**

**Secretary**

**Date**

**Review Date**

October 2020

October 2021