**Code of conduct**

At Emmer Green Pre-school the Welfare of the child is paramount and our aim is to provide a safe, secure and happy environment.

Our code of conduct applies to all adults including students who work within the Pre-school in any capacity either paid or voluntary.

Children are learning all the time and it is therefore important that staff are role models. Children watch adults as they work and move around the Pre-school. Children will copy behaviour seen or language heard. All Adults/staff are expected to comply with this code of conduct whilst working at Emmer Green Pre-School.

 When speaking to others

* 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 voice at all times. This will ensure the children can listen to explanations or follow instructions without feeling threatened or uncomfortable. Demonstrate through conversations with children and adults that racist and sexist language and attitudes are never acceptable.
* Speak respectfully to other adults at all times.
* Refrain from using unsuitable language.

As professionals we will

* Provide a positive role model for the children by promoting a calm environment and by showing care and courtesy to all.
* Readily praise and support behaviour such as kindness and willingness to share.
* Ensure that the rules are applied consistently so that children have the security of knowing what to expect this helps them build up acceptable habits of behaviour.
* Support any behaviour problems and handle them in an appropriate supportive way respecting individual children’s level of understanding, development and maturity.
* Avoid encouraging gossip about adults and children.
* Maintain confidentiality about anything heard or seen in the Pre-School so parents/carers can trust us.
* Work as part of a team, contributing as well as learning from others and helping to build a strong team so the pre-school can provide the best possible learning opportunities and outcomes for the children.
* Support each other as members of staff and as fellow professionals.
* Treat everyone with respect.
* Behave in a positive way despite any personal problems we may have especially in front of the children.
* All staff should know the name of the designated person for safeguarding and know the procedures of whom to report to and where to find the phone numbers.

**Alcohol**

Alcohol may not be consumed during session hours and adults are expected to be of sound and fit mind when on the premises. Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for the children. There would be a disciplinary action if this was not adhered to.

**Smoking**

All staff parents/carers and visitors are made aware of our No Smoking/Vaping Policyand are asked to respect this.

**Mobile phones and social networking sites**

Mobile phone must be locked in staff lockers and are not to be used in the Pre-school where the children are. Photos must only be taken on the Pre-school camera.

Anyone who becomes aware of inappropriate postings on social networking sites must report to the supervisor/chair as soon as possible. The supervisor/chair will then follow disciplinary procedures.

**Illness**

All staff will be expected to comply with the settings policies regarding illness and staff must be fit for work. Any medication being taken for any illness must not impair staffs ability to care for and look after children appropriately. Supervisor needs to know what medication staff are on and this needs to be filled in on the personal details declaration form. Staff may be asked to produce a letter from their GP if there is any uncertainty to the above.

See also whistle blowing policy.

See also confidentiality policy

See also staffing and employment policy.

See also staff sickness and absence policy.

See also safeguarding policy.

See also mobile telephone and digital photography policy.

Staff will be respectful of Pre-school equipment both in the setting and outside.

This policy was adopted by pre-school on ---------------------------------------------------------------------

 Signed on behalf of the committee---------------------------------------------------------------------------------

Name of signatory------------------------------------------------------------------------------------------------------------