

Code of conduct policy for all staff, parents, carers and volunteers.



This code of conduct is to be used by all parents/carers, volunteers, staff, extended family, visitors and professionals who access [Cabbage Patch Preschool and Playgroup](#). We have a legal responsibility to provide a comfortable, safe and happy environment for all the children and all of the staff, all of the time.

We recognise that to make children feel valued and to enhance the learning and development of all the children, a positive and effective partnership with parents/carers is essential and will be encouraged at all times.

“Good parenting and high quality early learning together provide the foundation children need to make the most of their talents and abilities as they grow up”

Statutory Framework for the Early Years Foundation Stage: 2012

We strive to provide a safe, welcoming and happy environment for all the children and families that access our setting and place great value on:

- The physical and emotional well being of children
- Providing an open and 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 value different aspects of their own and other people’s lives.
- Encouraging parents and carers to support and participate in the day to day activities which we provide for the children
- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued and families will feel that their views and opinions are important.

To ensure the smooth running of the setting due regard is given to the following:

Health & Safety – Parents, carers and visitors are welcome to look through our policies and procedures at any time and copies are available upon request. All are reviewed on an annual basis and form the basis of our induction for new parents, carers and practitioners with all practitioners refreshing their knowledge on an annual basis.

Communication – This is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards using acceptable verbal and non verbal language. At no time will aggressive or offensive language be accepted from anyone whatever the circumstances may be.

Discipline – Children’s behaviour is dealt with in line with our policy and issues are discussed privately. At no time is a staff member permitted to raise their voice to a child while disciplining them.

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 – This is paramount and everyone is expected to comply with our confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.

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

The management will endeavour to:

- Abide by the standards of conduct as set out in this policy
- Make this policy available to all parents, carers and visitors to the setting
- Ensure all staff and volunteers have copies of this
- Review this policy at least annually or more if required with the involvement and inclusion of staff

The staff will endeavour to:

- Abide by the standards set out in this policy
- Respect individuals needs and value the cultural practices and beliefs of the children and families that use our service
- Work with colleagues, management and families to provide an environment that encourages positive communication and feedback
- Act as positive role models at all times

Parents and carers can help us to maintain our responsibilities in the following ways:

Please do:

- Abide by the standards of conduct as set out in this policy
- Share information with staff on your child’s development, health and wellbeing
- Let us know if someone else is collecting your child and give them a password
- Collect your child on time – if you are going to be unavoidably late then please contact us to let us know
- Pay fees at the start of each week / month

- Ensure you safely transport your child to and from the setting using age appropriate car seat restraints
- Feedback any suggestions and ideas to staff
- Direct any worries, concerns or complaints to the Manager, arranging a meeting if required

Please refrain from:

- Shouting at, smacking or physically punishing your child(ren) or any other children on the premises
- Using inappropriate language or displaying aggressive or threatening behaviour towards the staff, children or other parents/carers either in person, on the phone or in writing
- Collecting your child(ren) if you have consumed alcohol, medication or other substances that have affected your judgement or responses
- Discussing sensitive issues within earshot of your child or other children or other adults
- Taking photographs or videos of children other than your own

Breach of this 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 meeting or letter being used to inform the relevant person of the outcome of the investigation and that another breach will not be tolerated.
- A restraining order being sought against the relevant person, which will in effect prevent that person from attending the setting even to drop off or pick up children.
- The suspension and possible 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 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 been adopted by
Cabbage Patch Preschool and Playgroup

Signed Managers: Pauline Yates, Janice Barker, Joanne Snell

Date: September 2020

