

# Meppershall Pre-school

## Code of Conduct policy

### Statement of intent

We intend to provide a clear framework within which staff, volunteers, visitors and families involved with Meppershall Pre-school are expected to conduct themselves.

### Aim

We aim to maintain a work environment for all staff and a learning environment for all children in which honesty, integrity and respect for others, is constantly reflected in personal behaviour and standards of conduct.

### Methods

**Equality & Diversity** - we promote equality and value diversity. We seek to ensure that our setting is supportive, and one where individual respect is shown to all. All will be encouraged to perform to their potential, regardless of their background. Please see our Equality and Diversity policy.

**Harassment and Bullying** - we are committed to ensuring that everyone is able to attend our setting without concern for harassment, bullying or intimidation. Everyone who attends must ensure that their own behaviour (intentional or unintentional) does not constitute harassment either in person, on the phone or in writing. We will take action against inappropriate behaviour. Please also see our Behaviour Management policy.

**Health and Safety** - all conduct should be undertaken with the highest regard for the health and safety of those around them. Please see our Health and Safety policy.

**Language** - We expect appropriate language to be used at all times and prohibit the use of swearing.

**Misuse of drugs and alcohol** - you may not be admitted to our setting whilst under the influence of alcohol or non-medically prescribed drugs. No smoking is permitted at the setting. Please also see our Drugs, Alcohol and Staff Medication policy.

**Conduct outside of work** - unlawful, anti-social or other conduct which may jeopardise our reputation or your involvement will be taken seriously and dealt with accordingly.

**Mobile phones** - no personal mobile phones must be used to take photographs at the setting. Please see our Safeguarding policy, and Photography and Mobile phones policy.

**Confidentiality** - we must all respect each others privacy and not discuss a pre-school matter in a way likely to cause offence. You must not use the name or photograph of any of the staff, volunteers or families who attend, on any social networking site, unless permission has been obtained. Please also see our Safeguarding policy, Social Networking policy, and our Data Handling and Confidentiality policy.

**Dress code** – staff wear uniform in pre-school and volunteers and visitors are asked to dress appropriately for the tasks being undertaken. Clothing may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact. Clothes should cover personal areas of the body and any tattoos or body piercings or similar, that could cause offence to others, should be covered. Appropriate footwear with solid bases that enclose the feet should be worn.

**Breaches of this policy**

This policy has been drawn up to provide a source of guidance for all people involved at Meppershall Pre-school. It is not a contractual document and can be amended at any time by the committee. All staff, volunteers, visitors and families must comply with both this code of conduct and all the settings policies and procedures relevant to them, breaches of which will be taken seriously and may result in further action being taken.

<b>Date approved by Pre-school committee</b>	
<b>Signed by Pre-school leader</b>	
<b>Signed by Pre-school chair</b>	