

Sturminster Marshall Pre-School



Registered Charity No: 1026037

Ofsted URN; 144318

Affiliated to the Pre-School Learning Alliance

08.4 Code of Conduct

Policy statement

This code of conduct applies to all adults working as or on behalf of Sturminster Marshall Pre-School.

We value the professionalism, experience and dedication of our staff team, volunteers and students and also take into account that they may have a family and commitments outside of their working role.

Procedures/standards expected

It is expected that all staff, volunteers and students will conduct themselves to the highest standards setting examples to others.

- Be flexible, reliable, punctual and honest
- Be hard working and follows directions as needed
- Maintain high standards in all areas of practice
- Show inclusive practice at all times
- Maintain and promote the environment
- Provide equal opportunities for all
- Respect and follow Sturminster Marshall Pre-School policies and procedure

This policy must be read alongside all other policies.

Personal behaviour

- It is an important role of all employees, volunteers and students to keep their details up to date
- If unwell, please inform the Manager as soon as possible
- Please only bring in necessary personal belongings which need to be kept in the office including mobile phones
- Please wear the uniform provided

- It is your responsibility to enter any sole conduct with a child from the setting in the contact book and inform the Manager
- Holidays must be taken during holiday term time. This is a private arrangement between yourself and parent setting closure or with the permission of the Manager
- All appointments need to be made in your own time if at all possible
- Any medication should be stored in the medicine box. The Manager should be informed if medication will affect your work
- No pictures of children should be taken on personal devices
- Intimate care is part of your role. Please ensure another practitioner is in the vicinity at this time
- First Aid and administering medication should be witnessed by another practitioner
- Social media is part of everyday life. Please be considerate to others when posting as we are a small community. It is understood that practitioners may have been friends with parents before they come to the setting use discretion wisely.
- Confidentiality is paramount in our practice and community
- Please ensure that your behaviour doesn't cause embarrassment at work or outside. Consider what may reflect negatively on the setting.