Code of Conduct

The staff, students and trustees at Alburgh with Denton & Harleston Preschool nurseries recognise;

- our position as role models for the children in our care,
- our partnership with parents/carers,
- our links with professionals in our sector and with other professionals,
- our role as ambassadors for our group in the wider community.

In recognition of these various roles, the staff agree to abide by the following;

- Maintaining confidentiality at all times with all individuals- children, staff, parents and all our stakeholders, sharing information with another party only when there is permission to do so. (unless child abuse is suspected).
- Work as part of a team to assist the Manager in the day to day running of the setting.
- Demonstrate a positive attitude towards the setting and be constructive in reflecting best practice.
- Enable a healthy environment in which our children and their families can grow and develop.
- To extend a respectful, courteous and welcoming attitude to all stakeholders that we come in contact with.
- To ensure that we are approachable and friendly at all times.
- We will treat everyone equally and show respect and acceptance of individuals whether they be children or adults.
- All staff are aware that drunkenness, swearing, stealing and drug abuse are disciplinary matters and would result in immediate suspension.
- We operate a no smoking policy.
- Staff will refer to setting policy EMP002 Employee Dress Code

Our trustees sign a Declaration of Commitment upon joining the Board, are expected and commit to familiarising themselves with the policies of the setting(s), and agree to read and follow the guidance provided by the Charity Commission (https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do) as part of their role.

Duty of Care
We have a Duty of care towards all our children and their families.
'Duty of care' means a requirement to exercise a 'reasonable' degree of attention and caution to avoid negligence which would lead to harm to other people. Working with children and young people brings a significant duty of care and we need to recognise that the younger and more vulnerable the child the greater the duty of care. Your vigilance and attention keep children and young people safe as they develop:

Therefore, all staff and students must be prepared to;

- Work in partnership with parents
- Work closely with outside agencies.
- To follow and work within our code of practice
- Provide a secure foundation for children, through learning and development opportunities.
- Provide equality of opportunity and anti-discriminatory practice, to ensure that all children are included and supported.
- Uphold the welfare standards;
    - Keep children's welfare, health and safety key at all times.
    - Talk to Managers and Trustees about concerns.
    - Keep up to date with changes to procedures, legislation or practice.
    - Keep children safe and well. Identify signs of possible abuse and neglect and respond appropriately.
- Participate in training and development opportunities, to ensure that they keep up to date with requirements and good practice.
- To participate fully, and attend regular staff meetings

Therefore, it's important that all staff have an awareness of the policies and procedures and adhere to them, as well as the Early Years Foundation Stage (EYFS).