10 Staff Policy

**10.08 Code of Conduct**

Parley Community Pre-School Staff, volunteers and students will conduct themselves in a professional manner in their relationships with children and their families, including not overstepping the boundaries into personal contacts outside school, unless the child is already known to them in another capacity. The safety and welfare of the children in our setting is paramount.

**Procedures**

* Staff will arrive at the setting on time, comply by our dress code and all new staff will participate in an induction process.
* Staff will be familiar with our policies and procedures and ensure they are followed.
* Staff will have looked at our list of children who have allergies.
* Ensure that you understand your job role and the current Management structure
* Respect other colleagues and actively support themselves.
* Be polite and have consideration to all those who access Parley Community Pre-School.
* Fulfil your responsibilities and duties to the children at the best of your ability
* Have an open mind and take responsibility for further training and CPD.
* Commitment to sharing information appropriately with parents and other settings.
* Be aware of the need to maintain confidentiality about matters concerning families and children.
* Encouragement of communicating expertise and sharing ideas throughout Parley Community Pre-School.
* Be attentive with regard health and safety matters including completing incident forms and record of injury forms when appropriate.
* Inform Parents of any accidents, gain their signatures to show that they have fully understood and issue head injury sheets when necessary.

**Parent’s carers and visitors**

* Arrive on time for the child's session.
* Be respectful to other parents/carers, children and staff.
* Children are to be collected promptly at the end of the session.
* Ensure you inform Parley Community Pre-School that you are unable to collect your child and who the nominated adult collecting will be. Please ensure they know the password. No child will be allowed to leave the premises with person or persons unknown.
* When waiting for your child please refrain from swearing, smoking and vaping. We operate a no smoking/vaping policy.
* Do not use your mobile phone in the setting.
* Arrange a convenient time for you and Parley Community Pre-School to have a parent consultation.
* Ensure you attend the parent consultation so you can discuss your child’s learning and development with their keyworker.
* Be supportive to the pre-school leaders and staff and to the management committee.
* Abide by our policies and procedures which can be found on our website an also in our office.