A black and white logo with birds on a branch

Description automatically generated **Code of Conduct**

**Purpose:** The purpose of this Code of Conduct policy is to set out the expected behaviours and responsibilities for all staff, volunteers, and visitors to ensure a safe, respectful, and professional environment for children, staff, and families within our preschool. This policy supports our commitment to safeguarding, child protection, and compliance with Ofsted regulations.

**1. Expectations of Behaviour**

All staff, volunteers, and visitors are expected to:

* **Act with integrity and professionalism** at all times.
* **Respect the rights, dignity, and confidentiality** of children, families, and colleagues.
* **Promote positive behaviour** and create an environment conducive to learning, development, and play.
* **Model appropriate behaviour** for children and foster positive relationships with peers, children, and parents.
* **Comply with the preschool's safeguarding and child protection policies** and report any concerns promptly.

**2. Safeguarding and Child Protection**

* **Duty of Care:** All staff and volunteers have a duty of care to ensure the safety and well-being of children at all times.
* **Safeguarding Training:** Staff must complete safeguarding training as required by the preschool’s policy and Ofsted regulations.
* **Child Protection Concerns:** Any concerns regarding the welfare of a child must be reported immediately to the Designated Safeguarding Lead (DSL Sue Delaney), who will follow appropriate procedures in line with local authority guidance.

**3. Professional Relationships**

* **Respect and Equality:** All individuals, regardless of their background, are to be treated fairly and equally, respecting their rights and cultural differences.
* **Confidentiality:** Information about children, families, and colleagues is confidential and should only be shared in accordance with safeguarding procedures or with consent where appropriate.
* **Physical Contact:** Staff should use physical contact with children only when necessary and in a manner that is appropriate, respectful, and in line with the preschool’s safeguarding procedures.

**4. Responsibilities of Staff and Volunteers**

* **Attendance and Punctuality:** Staff must adhere to the agreed work schedules, ensuring that they arrive on time for their shifts.
* **Dress Code:** Staff should dress appropriately for their role, ensuring their attire is suitable for working with young children and for maintaining health and safety standards.
* **Use of Social Media:** Staff should not post any content online that could compromise their professional role or the reputation of the preschool. Personal social media accounts should be kept separate from professional responsibilities.

**5. Health and Safety**

* **Health and Safety Procedures:** All staff must familiarise themselves with and adhere to the preschool’s health and safety policies and procedures, ensuring a safe environment for children and staff.
* **Accidents and Injuries:** Any accidents or injuries involving children or staff must be recorded immediately on My Montessori Child and reported to a senior member of staff. Parents must be informed in accordance with the preschool's policy.

**6. Interactions with Parents and Carers**

* **Parent Engagement:** Staff should maintain positive, open communication with parents and carers, supporting them in the development and welfare of their children.
* **Confidentiality:** Information relating to the child's progress, behaviour, or personal circumstances must be discussed privately with parents and carers.

**7. Disciplinary Action and Breach of Code**

* **Breach of Conduct:** Any staff member or volunteer found to be in breach of this Code of Conduct will face a formal review of their actions. Depending on the severity, this may result in disciplinary action, including but not limited to retraining, suspension, or dismissal.
* **Disciplinary Procedure:** The preschool follows a clear disciplinary procedure for addressing breaches of the Code of Conduct. This includes investigations, meetings with the individual involved, and an opportunity to respond to any allegations.

**8. Monitoring and Review**

* **Annual Review:** This Code of Conduct will be reviewed annually to ensure it remains in line with current best practices, safeguarding requirements, and Ofsted standards.
* **Feedback and Concerns:** Staff are encouraged to raise any concerns or suggestions related to this Code of Conduct through the designated channels, ensuring that the policy is applied effectively.

**9. Conclusion**

This Code of Conduct aims to ensure a safe, positive, and respectful environment for children, families, and staff. All individuals working or volunteering in our preschool are expected to understand and adhere to the guidelines set out in this policy.

**Review Date: January 2025**

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