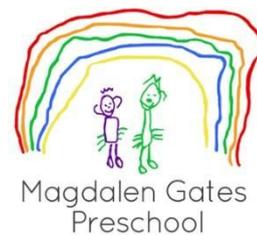


## Magdalen Gates Preschool

### Code of Conduct



The Code of Conduct is to help everyone who works in any capacity in our setting to consistently maintain the highest possible standards of professional conduct and to clearly identify to users of our setting what they can expect. All adults who work with children at Magdalen Gates Preschool have a personal responsibility to be aware of, and abide by, this Code of Conduct.

Magdalen Gates Preschool, its staff and volunteers will:

- ⊙ Prioritise the safety and well-being of children, and maintain a focus on their needs
- ⊙ Treat children, parents, carers and colleagues with dignity, courtesy, sensitivity and respect
- ⊙ Provide good role-modelling – in respect of professional behaviour
- ⊙ Communicate effectively and professionally – including avoiding inappropriate language, remarks and gestures
- ⊙ Maintain confidentiality as appropriate, and be clear about when information will be shared. Never give guarantees of confidentiality or secrecy to children or adults. Ensure that documentation, records and discussions remain confidential.
- ⊙ Maintain professional integrity and recognise appropriate boundaries – including not sharing phone numbers with children and parents and not using social networking sites to communicate with anyone regarding our setting or any aspect of work in our setting.
- ⊙ Ensure parents are aware that touch and physical contact are essential in order to provide sensitive, high quality care and educational provision. Physical contact is necessary in the carrying out of staff professional duties e.g. cuddling a child who has hurt themselves, sitting together on the sofa reading a book or holding a baby when feeding.
- ⊙ Present themselves appropriately in a work context – including wearing safe and appropriate clothing and footwear.
- ⊙ Behave appropriately in our work setting – including being appropriate in terms of promoting healthy eating, drinking and all other behaviour.
- ⊙ Behave appropriately outside our setting.
- ⊙ Not misuse substances such as drugs and alcohol that might have a detrimental effect on children or an individual's suitability to work in an early years and childcare setting.
- ⊙ Take responsibility for informing the line manager of any information about any health / personal issues that might have a detrimental effect on suitability to work with children.
- ⊙ Attend in-house induction training in how to support children with nappy changing / toileting
- ⊙ Access all relevant training provided by the lead practitioner and the LSCB / Local Authority when required, and ensure it is embedded in practice
- ⊙ Arrive on time and to complete their daily duties before departure.
- ⊙ Not use mobile phones during working hours, apart from if they are on a break and in a different area of the provision from the children. A staff mobile phone is provided for outings.
- ⊙ Not smell of smoke when working – smoking is not permitted during working hours
- ⊙ Inform the safeguarding lead practitioner as soon as possible if the staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner
- ⊙ Inform the safeguarding lead practitioner as soon as possible if the staff member knows that they are or might be disqualified from working with children or disqualified by association with another person who is disqualified from working with children.