

LITTLE STARS NURSERY

Caesars Way, Folkestone, Kent CT19 4AH

Telephone 01303 277773

Code of Conduct

CODE OF CONDUCT POLICY FOR ALL STAFF, PARENTS, CARERS AND VOLUNTEERS

Effective Practice: Parents as Partners

Here at Little Stars Nursery we recognise that to make children feel valued and to enhance the learning and development of those who attend our setting, a positive and effective partnership with parents / carers is essential and so this is encouraged at all times.

“Successful relationships become partnerships when there is two way communication and parents and practitioners really listen to each other and value each other’s views and support in achieving the best outcomes for each child” EYFS

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We strive to provide a safe, welcoming and happy environment for all the children and families that access our service. We firmly believe that by working together Parents / Carers and Educators can have long lasting and very beneficial effects on the children’s learning and emotional well-being.

This policy is to be used as a guide for all Parents, Carers, Volunteers, Staff, extended family, visitors and professionals who access our setting. We have a legal responsibility to provide a comfortable, safe and happy environment for all the children and staff, in which the rights of the child are considered at all times.

Little Stars Nursery place great value on:

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The physical and emotional well-being of children, meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with Parents / Carers, strive to deliver personalised learning, development and care to help all our children have the best possible start in life.

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Providing an open and welcoming environment where everyone’s contribution is not only valued and respected but positively encouraged.

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Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people’s lives.

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Encouraging Parents and Carers to support and participate in the day to day activities which we provide for the children.

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Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued and families will feel that their views and opinions are important. To ensure the smooth running of the setting, due regard is given to the following:

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Health and Safety.

Our policies and procedures are displayed in a file on the parent information table in the Nursery reception area. Parents, Carers and visitors are welcome to look through these at any time and copies are available upon request. Key points are within our brochure which is received by new families. New staff read the policies as part of their induction prior to starting employment

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Communication.

This is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards others using acceptable verbal and non-verbal language. At no time will aggressive or offensive language be accepted from anyone whatever the circumstances may be.

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Discipline.

Children's behaviour is dealt with in line with our policy and issues are discussed privately. At no time is a staff member permitted to raise their voice to a child while disciplining them.

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Respect.

We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people.

Confidentiality.

This is paramount and everyone is expected to comply with our confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.

FOR THIS POLICY TO BE EFFECTIVE EVERYONE CONCERNED MUST TAKE OWNERSHIP AND ASSUME RESPONSIBILITY OF IT. TO ENSURE THIS HAPPENS:

The management will endeavour to:

Ask staff to provide any relevant information about themselves and any person who lives or works in the same household as them and complete DBS checks before employment.

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Abide by the standards of conduct as set out in this policy

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Make this policy available to all Parents, Carers and Visitors to the setting.

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Ensure all staff and volunteers have copies of this.

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Review this policy at least annually or more if required with the involvement and inclusion of staff.

The staff will endeavour to:

Provide any changes in relevant information regarding any person living or working in the same household as them.

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Abide by the standards set out in this policy

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Respect individual needs and value the cultural practices and beliefs of the children and families that use our service

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Work with colleagues, management and families to provide an environment that encourages positive communication and feedback

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Act as positive role models at all times

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Parents and Carers will endeavour to:

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Abide by the standards of conduct as set out in this policy.

Breach of this code of conduct:

Any breach of the code of conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include but is not limited to any of the following procedures:

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A first and final meeting or letter being used to inform the relevant person of the outcome of the investigation and that another breach will not be tolerated.

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A restraining order being sought against the relevant person, which will in effect prevent that person from attending the setting even to drop off or pick up children.

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The suspension and possible permanent withdrawal of a child's place. This action will only be taken if all other avenues have been explored and the management feel that this is the only possible course of action left open to them.

If the staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, then the police will be contacted and their assistance requested to help deal with the situation.

This policy has taken into consideration the following legislation and guidance:

Children's Acts (1989 and 2004)

DfE guidance Keeping Children Safe in Education (2014)

Working Together to Safeguard Children (2013)

Data Protection Act (1998)

Childcare (Disqualification) Regulations (2009)

This policy was reviewed on 1th Nov 2017.

The policy review date is Sept 2018