

# Apple Tree Pre-School Code of Conduct

Our Code of Conduct applies to all staff, volunteers and students who work within our pre-school.

We wish to ensure that staff reflect the high standards of our pre-school when interacting with the children, parents, carers, other professionals and the public.

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

Any breaches of the Code of Conduct will be regarded as a serious matter which could lead to disciplinary action and possible dismissal.

## Professional Standards for Staff

- Provide a positive role model for the children by promoting a calm environment, and by showing care and courtesy to all.
- Readily praise, support and endorse desirable behaviour such as kindness and willingness to share.
- Ensure that the rules are applied consistently, so that children have the security of knowing what to expect and can build up acceptable habits of behaviour.
- Support any behaviour problems and handle them in a developmentally appropriate and supportive way, respecting individual children's level of understanding, development and maturity.
- Adhere to confidentiality guidelines and maintain appropriate professional boundaries.
- Work as part of a team, contributing as well as learning from others; working together ensuring the Pre-School can provide the best possible learning opportunities and outcomes for the children.
- Behave in a positive way, despite any personal problems we may have; especially in front of the children.
- Give equal opportunities to everyone within the pre-school regardless of age, gender, race,
- Maintain confidentiality at all times in accordance with our confidentiality and information sharing policy.

## Dress Code

- Maintain a neat and clean appearance
- Clothing must be appropriate for the work, no low cut/strappy tops or short skirts.
- Flat footwear should be worn.

### **Smoking**

- The Pre-School is a smoke free environment and staff are not allowed to smoke on or around the premises.

### **Illnesses**

- If staff are unable to work they should ring the manager by 8am on the morning they are due in.
- Staff must ensure any medication that is taken does not affect their ability to care for the children by seeking medical advise.

### **Mobile Phones**

- Mobile phones should not enter the playrooms. Phones should be placed in a box in the office.
- Staff are permitted to use their phones in the office or carpark during their breaks providing there are no children present and doors are closed.
- Staff should not 'friend' parents on social media.