

## Chieveley Pre-School

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail [info@chieveleypreschool.co.uk](mailto:info@chieveleypreschool.co.uk)

Website [www.chieveleypreschool.co.uk](http://www.chieveleypreschool.co.uk)

Registered Charity No.1048094. PLA No.15843.



# Code of Conduct

## Policy statement

To provide a clear framework within which staff, volunteers, visitors and families who use our preschool are expected to conduct themselves. Chieveley Pre-School (CPS) strives to maintain a work environment for its staff and a learning environment for its children in which honesty, integrity and respect for others, is constantly reflected in personal behaviour and standards of conduct.

## *Who must follow our code?*

Our code of conduct applies to all staff, volunteers, visitors and families who attend CPS. We are governed by our preschool constitution which is agreed by our committee and guides our decisions and systems of organisation. **A copy is kept on our website, in our visitors 'sign in' book and our notice board for all to see.**

## Principles

- You are expected to have regard for the impact of your personal behaviour on CPS, staff, children, the environment and our community.
- CPS receives income from public sources, fundraising and from children's families. It is essential that all these stakeholders can have confidence that CPS maintains the highest standards of conduct in financial matters and seeks to maintain ethical behaviour.
- Decision making is open and fair in accordance with our Constitution

## Standards of Personal Behaviour

Equality of Opportunity – we promote inclusivity and value diversity. CPS seeks to ensure that the preschool setting is supportive, and one where individual respect is shown to all. All children will be encouraged to perform to their potential, regardless of their background. See Valuing Diversity and Promoting Equality policy.

Harassment and Bullying – CPS are committed to ensuring that everyone is able to participate in the life of the preschool without concern for harassment, bullying or intimidation. Everyone in CPS must ensure that their own behaviour (intentional or unintentional) does not constitute harassment. CPS will take action against inappropriate behaviour.

Health and Safety – all activities should be undertaken with the highest regard for the health and safety of those affected. You agree to have read and understood the Health and Safety

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policy and Emergency Closure Procedure including Fire Drill.

Relationships with other members of staff or children: CPS does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Performance: CPS expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas. CPS expects appropriate language and prohibits the use of swearing.

Misuse of drugs and alcohol: It is a disciplinary offence to be on CPS premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

No Smoking - our setting is a no-smoking environment both indoors and outdoors. Staff, visitors and volunteers who smoke do not do so during working hours, unless on a break and off the premises.

Gambling: activities must not be conducted on CPS premises, discretion may be used in relation to small raffles for charitable purposes or occasional sweepstakes etc.

Conduct outside work: Unlawful, anti-social or other conduct which may jeopardise CPS's reputation or position will be dealt with through the disciplinary procedure.

Mobiles – see our policy on use of mobile phones

Confidentiality – CPS expects individuals to adhere to our Confidentiality Policy and Record Keeping Policy.

Dress code – staff wear uniform in preschool and volunteers and visitors are asked to dress appropriately for the tasks being undertaken. Clothing may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact. Clothes should cover personal areas of the body and any tattoos or body piercings or similar, that could cause offence to others, should be covered. Appropriate footwear with solid bases that enclose the feet should be worn. Staff should ensure nails are clean, neat and tidy. If painted, nail varnish should be in good condition.

Jewellery - staff and volunteers are asked not to wear jewellery or fashion accessories, such as belts or high heels, that may pose a danger to them or children whilst at the setting.

### **Breaches of this code**

This code of conduct has been drawn up to provide a source of guidance to people involved in CPS. It is not a contractual document and can be amended at any time by the Committee and published. All staff and volunteers must comply with both the provisions of this code and the full policies and procedures, breaches of which will be taken seriously and may result in

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disciplinary action up to and including dismissal.

**This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2022-2023**

Signed on behalf of Chieveley Pre-School by the chair.

**Name (Sign):**

**Date:** 05.09.22.

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.

**Name (Print):** Nicola Charles

**Date:** 05.09.22.