



Tandridge Village Pre-School staff code of conduct

- The welfare of the children is paramount.
- All staff are responsible to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work, in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.
- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding.
- All staff have to show respect, support and understanding to their work colleagues. If you wish to challenge a member of staff's actions or something they have said then you must do so in a constructive way, not a personal way remaining respectful and professional at all times.
- Staff are responsible for nurturing and educating children as well as providing information and support to parents.
- Staff should seek to improve their understanding of the development of the children through ongoing education and collaboration with colleagues. To keep their own Professional Development Portfolio (PDF) up to date.
- Staff have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- All staff have a responsibility to contribute to the settings responsibility to protect children and encourage a 'safer working culture'.
- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Preschool's Manager any deficiency in the standards.
- All staff must complete an induction with the Manager at the beginning of their employment. The trial period will consist of one term.
- If staff have concerns regarding the Pre School Manager the Whistle blowing Policy may be followed.
- Staff will take part in their own 'Supervision meetings' with the Manager each half term and an end of year appraisal.
- Staff must read and sign the Policies and Procedures of TVPS.
- Staff should dress appropriately for their job and give a positive image.
- Except for medical reasons, staff must not take any substances that might affect their work.
- No staff should consume or be under the influence of drink/drugs during their hours of work
- No smoking is permitted on premises.
- Staff mobile phones should not be carried on the person within the setting; they should be kept in a box on top of the Fridge/Freezer out of reach of the children. Staff remain in the kitchen if checking their phone during a break.
- The use of/ having possession of a mobile phone in the main hall will result in a disciplinary procedure.
- It is the responsibility of the setting Manager to delete all photographs stored on a digital camera after transfer to the computer for printing purposes.
- It is the responsibility of the settings Manager to approve photographs for use on displays and for marketing purposes.
- All staff should be aware of the settings e-safety policy regarding access to and use of the internet.



This policy has been adopted by Tandridge Village Pre-School Management Committee.

Signed on behalf of the Pre-School by:

Date:

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: