



## **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.
- 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/Deputy 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 term which will also be linked to 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 and Deputy Manager to delete all photographs stored on a digital camera after transfer to the computer for printing purposes.
- It is the responsibility of the setting Manager and Deputy 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: Spring 2027

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

Staff Signatures:

Date:

