

Collaton St Mary Pre-school

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

Staff Code of Conduct

- No smoking
- No swearing
- Be trustworthy and honest
- Be punctual
- Adhere to all the policies and procedures of the setting at all times
- Protect confidential information at all times
- No member of staff will discriminate against any child, parent, guardian or carer or other staff member on grounds of race, culture, religion, gender, disability, life style or sexuality.

Appearance

- Adhere to the dress code and wear the correct uniform when on duty or attending courses
Turquoise Polo shirt with Pre-school logo
Black hooded sweatshirt with Pre-school logo
Black Fleece with logo for outside
Black trousers
Comfortable Shoes
- Ensure uniform is clean at all times
- Hair to be neat and tidy and tied up when necessary
- Preferably no jewellery – except for rings and simple earrings
- A good standard of hygiene will always be maintained at all times
- Behave in a way that upholds the reputation of the Pre-school

Working as part of a team

- Co-operate and work with other members of the team to provide an environment where it is a pleasure to work.
- Work with other members of the team to provide an environment that is safe, secure and stimulating for the children.
- Acknowledge the limitations that you have and actively seek to improve in these areas.
- Seek to maintain your knowledge and be prepared to attend any courses offered in order to develop your knowledge and practice.

Working with the children and their parents/carers

- Respect and value all children and their parents – being sensitive to their needs at all times and recognising their uniqueness.
- Promote the interests of the children offering the best possible care.
- Maintain appropriate professional boundaries with children and Parents/Carers and other agencies.

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Remember you are personally accountable to yourself, the Pre-school team, supervisor, committee and most importantly the children in your care.

Endeavour to maintain best practice at all times.

This policy was adopted at a meeting of the Collaton St Mary Pre-school Trustees.

Date

Signed

Position

Review date