

## **First Steps Pre-school Code of Conduct**

The safety, wellbeing and needs of the children in our care are our highest priority.

We treat all children, parents, carers, colleagues, volunteers and visitors with respect.

We provide good role modelling by displaying professional behaviour inside and outside the pre-school.

Staff model appropriate behaviour in terms of promoting healthy eating and drinking and in their conduct to others.

We do not use inappropriate language, remarks and gestures when communicating with others. Our communication is effective and professional.

We follow the pre-school confidentiality policy. All staff, volunteers and members of the Management Team understand the importance of confidentiality and when information should be shared.

We maintain professional boundaries with parents, carers and children. This includes not using social networking sites to communicate to anyone regarding the setting or any aspect of work at First Steps. Contact with parents/carers via email or mobile phone (supervisor's number) are strictly professional.

We recognise the importance of E-safety and the use of photographs/ videos. All staff, volunteers and parents/ carers are made aware of our policies relating to this.

We provide a uniform for staff to wear. We recognise the importance of an appropriate and professional appearance.

Staff do not misuse substances which might have a detrimental effect on children or an individual's suitability to work with children. This includes alcohol and drugs.

Staff take responsibility for informing the supervisor of any information which may have a detrimental effect on suitability to work with children.

We access relevant training and ensure learning is embedded in practice.

We access relevant information about safer working practice.