



Code of Conduct

Whilst working at St Marks Pre-school, practitioners and volunteers are expected to:

- Never use any kind of physical punishment such as smacking or hitting or chastisement that is verbally humiliating to a child. Never pull, push or handle a child roughly.
- Never behave in a way that frightens or demeans any child or young person.
- Not invite a child to your home or arrange to see them outside the set activity times.
- Avoid being alone with a child. In situations where this may be necessary, e.g. changing a nappy or a child's clothing, think about ways of making this seem less secret, e.g. tell another member of staff what you are doing and where you are, leaving a door ajar, being in earshot of others and making a note of any significant or concerning conversation.
- Only touch children in ways that are appropriate, professional or within your agreed role and responsibilities. Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour. Practitioners/volunteers should, however, endeavour to minimise any possible misunderstanding of their actions. If it is an accepted part of an activity, touching should be appropriate to the situation and follow the pre-school's Safeguarding Policy.
- Be aware that physical contact should be open and initiated by the children's needs, e.g. for a hug when upset, or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage, ask if they would like help and who they would like that help from.
- Never engage in any activity of a sexual nature (this includes using sexualised language) with a child you meet through your duties, or start a personal relationship with them: this would be an abuse of trust.
- Not engage in any rough or sexually provocative games.
- Work as a team with your colleagues/volunteers to implement the pre-school policy 'Promoting Positive Behaviour'. Agree with your colleagues what behaviour you expect from children and be consistent in enforcing it. If you have to speak to a child about their behaviour, remember that you are challenging what they did, not who they are.
- Never give a child a lift in your car except in an emergency.
- Talk explicitly to children about their right to be kept safe from harm.
- Be familiar with the pre-school's Safeguarding Policy, ensuring that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns. Do be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child or young person that you cannot guarantee to keep this information to yourself. Allegations made by anyone should not go unacknowledged, unresolved or not acted upon.

- Seek advice and support from colleagues and the Designated Safeguarding Leads about any safeguarding concerns. Opportunities for training, such as that available through Wiltshire Local Safeguarding Board, should be sought as necessary.
- Adhere to the school campus No Smoking Policy, which requires that no person smokes on the school site.
- Not work under the influence of ‘recreational’ drugs or alcohol.
- Not use any racist, sexist, homophobic or other discriminatory or offensive language.
- Not use a mobile phone at all or for a mobile phone to be on a practitioner’s/volunteer’s person whilst working with the children (except for the pre-school’s mobile phone used during outings). Mobile phones must be stored in the lockers provided for practitioners/volunteers in the pre-school office and only be used in the office, in the kitchen or off the school site.
- Abide by the rules regarding social network sites as detailed in the pre-school’s E-Safety Policy.
- Adhere to agreed guidelines for use of pre-school tablet devices.
- Dress appropriately for the work activities that are involved in your role at pre-school, ensuring that this includes shoes that are not open-toed and long hair is tied back.

This policy was adopted at a meeting of the pre-school held on (date)

Signed on behalf of the pre-school

Also see: Confidentiality
 Equality and Diversity
 Intimate Care
 Parental Involvement
 Staff Personal Safety

Dropping Off and Collection
 E-safety
 Maintaining Children’s Safety and Security on the Premises
 Promoting Positive Behaviour
 Staff Training and Development

Employment
 Health and Safety
 Staff Deployment