

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirement of their roles.



3.3 Code of Conduct

Policy statement

Foundry Lane Community Playgroup (the Playgroup) aims to be a workplace in which people treat one another with dignity and respect.

This code aims to foster and maintain public trust and confidence in the integrity and professionalism of the Playgroup by ensuring that staff shall:

- maintain appropriate standards of conduct
- develop and maintain those skills necessary for the effective performance of their duties
- maintain objectivity in decision making
- maintain and enhance the reputation of the Playgroup
- maintain and enhance the reputation of Foundry Lane Primary School (the School) through the promotion of beneficial links

This should not be seen as an exhaustive list.

Professional conduct

The personal and professional behaviour of Playgroup staff should conform to the standards that could be reasonably expected of such persons in those positions. This includes

- commitment to professional standards in the development of learning through play, training, administration and community involvement
- awareness of relevant legislation and adherence to policies and procedures developed by the Management Committee
- conduct which is professional and which has regard to the interests of both the Playgroup and the School

At all times, respect for others and their feelings must be paramount. Therefore all staff should adhere to the following standards when dealing with other staff members, children and their families and members of the Foundry Lane Community Playgroup Management Committee.

- It is imperative that everyone ensures they treat others with courtesy and respect at all times
- Staff must arrive for session times promptly, according to individual contracts
- Staff must not leave sessions, even if over ratio, unless there is a valid reason, in which case a member of the Management Committee must be contacted and the Emergency Contingency Plan will come into action. The right to leave will not reasonably be withheld

- A calm attitude must be maintained at all times.
- Children must be safeguarded. Staff are responsible for making themselves aware of and adhering to the policies on Child Protection, Behaviour Management, Diet, Medication, Health and Hygiene and Safety.
- Appropriate voice levels must be used for different activities – it is never appropriate to use raised voices in discussion with others except when necessary to avert an accident.
- Matters of staff performance should take place in private and should remain confidential. Discussion should be constructive and seek to improve an individual's performance. Comments or opinions relating to staff should not be made in the workplace unless as part of a formal, agreed appraisal process.
- Staff will be required to attend regular staff meetings. The Management Committee reserve the right to set the agenda. Staff are required to submit items for the agenda to the Committee. The agenda for the weekly staff meeting will be set by the Playgroup Manager.
- Staff may be required to attend additional meetings at the discretion of the Management Committee. A minimum of 48 hours notice will be given.

This should not be seen as an exhaustive list.

School links

It should be recognised that the Community associates the Playgroup and the School with each other. It is therefore important that Staff actively support the School and seek to develop and maintain beneficial links through regular contact between staff and working collaboratively on projects.

At no point should the Playgroup Staff or Management Committee criticise the School or any member of the school staff, on or off site. The Playgroup will aim to promote the School by its positive attitude towards the ethos and practice within the School, e.g. displaying literature if asked. We would hope that this would apply equally to School staff.

The Playgroup will actively encourage parents to become involved in School activities.

The agreed lines of communication will be adhered to when contacting School staff or the Management Committee. However, admittance to the playgroup by the School staff should not be reasonably denied.

Harassment

Staff are responsible for ensuring that their behaviour does not constitute intimidation, thus creating an unpleasant working environment which may interfere with work performance or security.

Staff are responsible for making themselves aware of and adhering to the Playgroup policy on Harassment and Bullying.

Equal Opportunities

The Playgroup is committed to fostering equal opportunity for both staff and children and will address actions towards individuals and groups which it feels are in breach of the Equal Opportunities policy, or actions that are inappropriate or unlawful.

Staff are responsible for making themselves aware of and adhering to statutory legislation and the Playgroup policies on Equal Opportunities and Special Educational Needs.

Confidentiality

Staff have a duty to maintain the confidentiality, integrity and security of information obtained whilst carrying out their duty and to ensure against inappropriate disclosure.

Staff and committee members are required to sign a confidentiality agreement annually.

All staff members have an obligation to ensure that personal information concerning students or staff is secured against loss, misuse or unauthorised access.

Staff have a duty to report to the Management Committee actual or suspected misuse of information or inappropriate disclosure.

No staff member without proper authorisation may access confidential Playgroup information or assist or provide the means for another person, whether staff or otherwise, to access, damage or misuse confidential Playgroup information.

Staff are responsible for making themselves aware of and adhering to statutory legislation and the Playgroup policy on Confidentiality and the use and security of personal information.

Playgroup Resources

The property and resources of the Playgroup are to be used efficiently and with due care.

Playgroup property and resources may only be used for purposes other than Playgroup use with the approval of the Management Committee.

Outside Employment

Staff may be permitted to engage in employment outside the Playgroup as long as it does not reflect badly on the reputation of the Playgroup or the School. To this end the Management Committee should be informed of all additional employment.

The Management Committee will actively encourage the training of Staff in order to achieve promotion either internally or externally and will seek to promote the development of the careers of individuals.

Conflict of Interest

Staff should avoid situations in which private interests conflict, or might reasonably be thought to conflict with, their duties to the Playgroup. Examples of situations of conflict includes where staff members or their families could:

- influence the selection, appointment or promotion of staff;
- impinge on employment related decisions where one staff member is in a supervisory relationship to another;
- influence contracts between the Playgroup and companies in which the staff member has financial or other interest.

Staff should disclose immediately to the Management Committee any matter which could directly or indirectly compromise the performance of their duties or conflict with the Playgroup's or School's interests.

Where a relationship has created or has the potential to create a conflict on the supervision, teaching and/or assessment of a child, the staff member must inform the Management Committee and their line manager in order that alternative arrangements for the child can be made.

Where staff are unsure as to whether a conflict of interest has occurred or may occur, advice should be sought from the Management Committee.

Obligations to Children and their Families

Principles of fairness shall be taken into account in all processes concerning children and their access to Playgroup services and resources.

The Management Committee and staff responsible for allocating places will make themselves aware of and adhere to the Admissions Policy. Parents have the right to appeal to the Management Committee in cases of special circumstances.

Parental Involvement

All staff members have a duty to encourage positively the involvement of parents/carers in the learning environment and the beneficial exchange of information concerning the children. Staff shall ensure that no parent/carer shall receive a negative reception while at Playgroup. However if the behaviour of a parent/carer is inappropriate staff have the right to deal with the situation as necessary.

Staff shall actively encourage parents/carers to remain with their child where appropriate in order to have a positive impact on their happy induction into Playgroup. Staff are responsible for making themselves aware of and adhering to the policy on Settling In.

Staff will encourage parents/carers to become involved in the Playgroup Management Committee by representing the running of Playgroup in a positive way and stressing the valuable contribution that each parent can make.

Staff are responsible for making themselves aware of and adhering to the policy on Parental Involvement.

Related Playgroup Policies

The following policy documents should be read in conjunction with this Code of Conduct

- Achieving positive behaviour
- Safeguarding children and child protection
- Confidentiality and client access to records
- Food and drink
- Valuing diversity and promoting equality
- Harassment and Bullying
- Health and general standards
- Job Descriptions and Specifications
- Administering medicines
- Parental Involvement
- Rights and Responsibilities
- Maintaining children's safety and security on premises
- Settling In
- Supporting children with special educational needs

This policy was adopted at a meeting of	Foundry Lane Community Playgroup Management Committee
Held On	
To be reviewed	Annually
Signed for and on behalf of Foundry Lane Community Playgroup Management Committee	
Name of Signatory	
Role of Signatory	Chairperson

Review Date	Reviewed By (Name)	Role	Signed
05/01/12	V. Whybrew	Chairperson	
19/06/12	B. Angel	Chairperson	
28.02.13	B. Angel	Chairperson	
31.01.15	C. Carstairs	Treasurer	
18.01.16	A Andrade	Chair	
31.01.17	J. Tanner	Chair	
23.01.18	J. Tanner	Chair	
14.03.19	J. Stephens	Chair	
12.03.2020	J. Stephens	Chair	
12.02.2021	J. Stephens	Chairperson	