



**Benger Bears Pre-school**  
**POLICIES AND PROCEDURES**

**CODE OF CONDUCT**

**FOR PRE SCHOOL STAFF, VOLUNTEERS, COMMITTEE MEMBERS, PARENTS AND VISITORS**

This should be read in conjunction with Benger Bears Policies and Procedures. It sets out the conduct expected of all staff, volunteers, committee members, parents and visitors working with parents, their children and families. In keeping with the Statutory Framework of the EYFS for only Suitable Persons to work with the children of the pre school, and in accordance with the safeguarding procedures all staff, volunteers and committee members, parents and visitors must adhere to the following best practice procedures, ensuring the welfare of the children is of the upmost priority at all times:

1. Never use any kind of physical punishment or chastisement such as hitting or smacking.
2. Never smoke anywhere in the building or around any child or young person, take non prescribed drugs or be under the influence of alcohol.
3. Never behave in a way that frightens or demeans any child or young person, e.g raising your voice or isolating a child.
4. Never use any racist, sexist, homophobic or other discriminatory or offensive language.
5. Never engage in rough or sexually provocative games.
6. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, gender, national origin or any other class.
7. Never discuss any personal information regarding a family or child with any other person, other than work colleagues where the information has to be shared amongst staff for the wellbeing of the child. Staff should only discuss information with volunteers and committee members if it is in the interest of the child, and only on a 'need to know' basis. If in doubt always check with the designated safeguarding officer.
8. Always deal with the behaviour of a child by challenging what the behaviour results into, you are challenging the behaviour not the child. (refer to our Achieving Positive Behaviour Policy, some children may have escalation plans, IEP's etc in place).
9. Physical contact should be initiated by the child, e.g. when in need of a hug when they are upset or need help with toileting (refer to our Personal Care Policy).
10. Never kiss a child and only sit a child on your lap when they are in need of a hug, e.g. upset.
11. Do not give a lift to a child in your car.
12. You should not give presents or personal items to children. The exception to this would be a custom such as buying children a small birthday token or Christmas present, this would then be offered to the child from

the whole pre school. Vulnerable families may need support in the forms of gifts to enable a child to participate in an activity, any token such as this should be cleared with the designated safeguarding officer. Similarly gifts should only be accepted by yourself as small tokens of appreciation at times for example of celebration or end of term.

13. Avoid being alone with a child or young person. If taking a child away from a group to carry out quiet work or having to take a child away from a group for behavioural reasons be sensible about the space you take the child to. Where possible leave the door open, ensure colleagues know where you are going, and be in ear of shot of other staff. If for observational purposes the observation should be recorded, if for behavioural purposes then if possible an incident should be logged, (e.g. on an IEP, ABC ob sheet etc).
14. You should not invite a young person to your home or arrange to see them outside the set activity times.
15. You should not engage in any sexual contact or activity, including the use of sexualised language, with a young person you meet through your duties, or start a personal relationship with them; this would be an abuse of trust. (See Safeguarding Policy referring to steps taken by the LADO and LSCB).
16. Staff and Volunteers should not use their personal emails when contacting parents, access can be given to staff from the Bengel Bears email account, emails to parents should be sent from this account.
17. Staff, Volunteers, Committee Members and Parents should ensure behaviour outside of the Pre-school set opening times does not cause embarrassment to the pre-school, this also includes the use of Social Media sites. Volunteers, Committee Members and Parents and families should not post any comments that could cause embarrassment or be derogatory to the pre-school.
18. All mobile phones and recording devices must be stored in the box provided during work hours.
19. Staff and volunteers must report any behaviour by colleagues that raises concern to their line manager. If the concerns are not acted upon they must be escalated to the Supervisor or Committee Members. (please see Bengel Bears Whistleblowing Policy).
20. Staff should talk to children and young people about the right to be kept safe from harm.
21. Children and young people should be listened to at every opportunity in order to raise their self esteem.
22. Work with your team to ensure that behaviour from young people is consistent and be consistent in enforcing it.
23. Ensure you are clear on Bengel Bears Safeguarding policy and ensure you are able to recognise when a child may be at risk. Ensure all procedures are followed correctly giving reference to the child protection flow charts displayed in the foyer.
24. If for any reason a Committee Member makes an official complaint (following Bengel Bears complaint procedure and Ofsted guidelines) about the treatment of their child they must step aside from the Committee until such complaint has been resolved.
25. All Staff and Volunteers working with the children must inform the Supervisor of any medication they are taking. In the case of the Supervisor taking medication this must be disclosed to the line manager, and or the Deputy Supervisor. If a member of staff or volunteer has been absent due to sickness and is ready to return to work but still on medication this must be discussed with the line manager to ensure they are fit for work.

This code of conduct was approved at a staff meeting held on

This code of conduct was adopted at a meeting of the Pre School Management Committee

held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Nicki Allday

Role of signatory

Chair