

## BRANSTON PRE-SCHOOL CENTRE

### Appendix C

#### CODE OF CONDUCT FOR BRANSTON PRE-SCHOOL CENTRE

1. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child.
4. Do not use unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that frightens or demeans any child.
6. Do not use racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details/personal website details to children or their families.
8. Do not use internet or web-based communication channels to send personal messages to befriend children or their families.
9. Do not use mobile phones or any other devices to take images of children. You should always follow our policy and procedures in relation to the taking or recording of images.
10. Generally you should not give children presents or personal items. The exception to this would be a custom such as buying children a small token for a celebration, or leaving present, or help to a family in need such as equipment to enable them to participate in an activity. All types of gifts should come from Pre-School and be agreed with the Safeguarding lead, management and child's parent/carer. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which should also be declared to the above persons.
11. You should not invite a child to your home or arrange to see them outside of Pre-School.
12. You should not engage in any sexual activity (this would include using sexualised language) with a young child you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
13. Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less

secret for example by telling another worker what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the daily diary.

14. Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help when toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
15. Do talk explicitly to children and young people about their right to be kept safe from harm.
16. Work as part of a team with your co-workers, agreeing with them what behaviour is expected and be consistent in enforcing it.
17. Do listen to children and young children and take every opportunity to raise their self-esteem.
18. If you speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.
19. Make sure you are familiar with and feel confident with our child protection policy. Make sure you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.
20. Do seek help and support from colleagues, supervisors, management and your designated safeguarding lead.
21. Do seek opportunities for training.
22. All staff and volunteers must inform the manager and designated safeguarding lead if they are:
  - Charged with a criminal offence.
  - Investigated by any authority due to concerns that you may have had involvement in causing harm to a child.
  - Diagnosed with any medical condition that may affect your ability to carry out your role safely.