



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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Reflecting on Quality
committed to improvement

EMPLOYEE AND VOLUNTEER CODE OF CONDUCT

April 2014

Code of conduct for employees including voluntary helpers and students on work experience.

(Voluntary helpers are defined as 'volunteer/s' in the policy and include committee members, parents and carers who help out on rota days, any other volunteers who assist in the setting).

Policy Statement

Buckden Pre-school believes the safeguarding of children is of paramount importance. There is an expected code of conduct for volunteers and students on work experience. This is to minimise the risk of any vulnerability to false or malicious allegations of misconduct or abuse towards children with whom they come into contact. This cannot cover all eventualities and will not totally remove all risks.

Aim

We aim to ensure that all employees, volunteers and students on work experience are aware of the safeguarding issues and aim to minimise the hazards and risk, to enable the children to thrive in a safe and healthy environment.

Procedures

- Any employee/volunteer who helps in the setting more than once in a 30 day period will be subject to DBS check.
- Any student on work experience over the age of 17 who helps in the setting more than once in a 30 day period will be subject to DBS check.
- All volunteers and students on work experience are required to keep to our Policies and Procedures. The Manager is responsible for ensuring that all new volunteers and students on work experience are aware of the standards and requirements of the setting.
- Under no circumstances should a volunteer or student on work experience be taking a child to the toilet or assisting in the toilets, unless it is their own child.
- Volunteers and students on work experience should report to the Manager any concerns that they may have following any incident where they feel that their actions may have been misinterpreted, or where a child, parent or third party has complained to them either about their own actions or the actions of a member of staff.

Physical contact

- Employees, volunteers and students on work experience should, in all aspects of their conduct recognise the possibility of misinterpretation.
- Individual judgements will be required from time to time about the level of physical contact with individual children. As far as possible volunteers and students on work experience should take into account the child's age and understanding, personality and cultural and social background.

Mobile phones and cameras

- Employees, volunteers and students on work experience are not allowed to carry mobile phones about their person and their phones should be locked away in the designated 'phone box'.
- If an employee, volunteer or student on work experience receives a call or text message that requires urgent attention, they may go out of the setting to deal with it, provided the correct ratio of adults to children is maintained and they inform the Manager. Under no circumstances should an employee, volunteer or student on work experience use their phone to the detriment of the children in their care.
- The pre-school mobile phone is to be used for pre-school business only.
- The taking of photographs using a personal mobile phone is strictly forbidden.
- Personal cameras are not permitted in the setting.
- Only the pre-school cameras are to be used on outings.
- All pictures taken with the pre-school cameras will be downloaded on-site.

Substance abuse and alcohol

- No employee, volunteer or student on work experience shall consume or be under the influence of alcohol and/or drugs during their hours of volunteering/work experience.
- There is no smoking on the premises. All employees, volunteers and students on work experience must comply with the No Smoking Policy of the setting and only smoke in designated areas and out of sight of the children and away from play areas and only during allocated break times.
- Employees, volunteers or students on work experience must not smoke whilst wearing the Playgroup uniform, as it is essential that staff are positive role models to children and promote a healthy lifestyle.

Medication

- If an employee, volunteer or student on work experience is taking medication which may affect their ability to care for children they should seek medical advice.
- Employees, volunteers or students on work experience will only be allowed to work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Clothing

- All employee, volunteers and students on work experience should dress appropriately. Skimpy tops and short skirts are not acceptable.
- Ensure that all piercings (apart from small studs) are removed prior to commencing work and that jewellery does not cause a hazard to self or others.
- Ensure that suitable clothing is worn.
- Ensure that any loose buttons or fastenings are appropriately secured prior to commencing work.

Confidentiality

- All employees, volunteers and students on work experience will keep confidential any information they may have learned as part of their role.
- Ensure that when using email and any other messaging service they do not post any confidential information about the setting, employees, customers, or other contacts/outside agencies (this applies to business or home computers) or any message which could constitute bullying or harassment (e.g. on the grounds of sex, race or disability).

Social networking and blogs

- As part of the acceptance of this code of conduct, employees, volunteers and students on work experience will be required to read and sign to say that they have read and will adhere to the Social network and blog policy.

General

All employees, volunteers and students on work experience will:

- Comply with the settings' policies and procedures
- Operate within the law
- Respect and co-operate with the Manager and other employees and be truthful and not abuse or undermine them in any way.
- Respect diversity and not discriminate in any way against a person or on the grounds of colour, religion, ethnic or national origin, gender, sexual orientation or marital status (under the Race Relations and Sex Discrimination legislation)
- Conduct themselves in a positive and professional manner never using abusive language that offends other employees, children, parents or outside agencies.

Health & Safety

All employees, volunteers and students on work experience will:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Report any accidents/injuries sustained in the setting as soon as they happen and record in the accident book.
- Work safely in accordance with policies.
- Know the fire and evacuation procedures for the setting.
- Co-operate with the setting Manager to ensure that the highest standards of safety are maintained at all times.
- Comply with hygiene requirements.

In the event of misconduct or allegations of such the employee, volunteer or student on work experience will be asked to leave the premises while investigations take place.

Declaration: I have read and understood the Employee and Volunteer Code of Conduct.

Name:

Signature:

Date: