

Staff Code of Conduct

Our staff are all expected to:

Care

1. Supervise the children always.
2. Be aware of the children's safety and needs.
3. Ensure there are plenty of stimulating and fun activities.
4. Respond to the individual needs and demands of your family to the best of their ability.
5. Treat equipment and resources with care and respect as if they were their own
6. Be accountable and take responsibility for their actions.

Quality

1. Reflect on own work and identify strengths and weaknesses.
2. Build upon strengths and improve weaknesses.
3. Enhance the Playgroup and care given in any way you can.
4. Provide constructive feedback and ideas to help improve the Pre-school.
5. Seek to improve themselves and their skills

Commitment

1. Be prepared and willing to go the extra mile.
2. Be enthusiastic towards the job, parents, children and other team members.
3. Be reliable with minimal absences and put yourself in the shoes of others.
4. Promote the Pre-school vision, mission and culture.
5. Ensure the highest quality of care to the children and safeguard their environment
6. Be on time
7. Be prepared to change days/do extra shifts if needed and attend all outings and end of year concerts/Parties when asked.

Trust

1. Act with honour and integrity. Be honest, truthful and open
2. Uphold the trust in you by families by respecting their individual requests and demands and providing the highest standard of care.
3. Uphold the trust placed in you by fellow team members – look out for, and after them and do your fair share of the work.

Teamwork

1. Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care.
2. Support fellow team members – ensure no one person is doing all the work and help other team members if they require it.
3. Be friendly and considerate – remember everyone is unique.
4. Work together to ensure the best possible outcomes of those in our care.
5. Communicate with parents and carers
6. Show urgency

Policy Reviewed February 2018

Next Review Date 2019