



Code of Conduct.

Bearhugs Nurseries Ltd. recognises that to make children feel valued and to enhance the learning and development of those who attend our setting, a positive and effective partnership with parents/carers is essential and will be encouraged at all times.

As a consequence, Bearhugs Nurseries Ltd. will strive to provide a safe, welcoming, stimulating and happy environment for the children and families that access our service. We firmly believe that by working together parents/carers and educators can provide long lasting and beneficial effects on the children's learning and wellbeing.

This policy is to be used as a guide for all parents/carers, volunteers, staff, extended family, visitors and professionals who access our setting. We have a legal responsibility to provide a comfortable, safe and happy environment for all of the children and staff, in which the rights of the child are considered at all times.

Bearhugs Nurseries Ltd. place value on:-

- The physical and emotional wellbeing of the children: Meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with parents/carers, strive to deliver personalised learning, development and care to help children get the best possible start in life.
- Providing an open, welcoming environment where everyone's contribution is not only valued and respected but positively encouraged.
- Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.
- Encouraging parents/carers to support and participate in the day to day activities that we provide for the children.

- Providing a safe and secure environment in which children will thrive, staff will feel supported and valued, and parents will feel their views and opinions are important.

To ensure the smooth running of the setting, regard should be given to the following procedures-

- New parents will be made aware of the settings policies and procedures and where to find these upon enrolment of their child/children. Compliance with all policies and procedures is essential. Everyone is also made aware of the procedures for the Emergency Evacuation of the building in case of fire or other critical incidents.
- **Discipline:-** issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to them directly. At no time will staff members be permitted to raise their voice whilst disciplining a child - see also our Behaviour Policy.
- **Respect:-** We are an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people.
- **Confidentiality:-** is paramount and everyone is expected to comply with the settings confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.
- **Conduct:-** Always act in the best interests of other people.
- **Communication:-** Is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite conversation toward others using acceptable verbal and nonverbal language. At no time will aggressive or offensive language be acceptable from any one whatever the circumstance may be. See also our Admissions Policy.

Please refer to our Bearhugs Nurseries Ltd. British Values Policy.

For this policy to be effective everyone concerned **must** take ownership and assume responsibility of it. To ensure that this happens the management will endeavour to:-

- Abide by standards of conduct as set out in this policy

- Ensure that all volunteers, students and visitors are made aware of this policy and agree to abide by its terms and conditions.
- Ensure that this policy is provided to staff upon acceptance of employment and that they are made aware of the serious implications of not acting within its boundaries.
- Review this policy at least once a year or as and when required with the involvement and inclusion of management, staff and parents/carers.

The staff will endeavour to:-

- Abide by the standards of conduct as set out of this policy
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service.
- Work with colleagues, management and parents/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service.
- Act as positive role models at all times.

Parents/Carers will endeavour to:-

- Abide by the standards set out in this policy.

Breach of Code of Conduct:-

Any breach of the code of conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include, but is not limited to, any of the following procedures.

- **A first and final warning meeting/letter being issued to inform the relevant person of the outcome of the investigation and that another breach of conduct will not be tolerated.**
- **A restraining order being sought against the relevant person, which will in affect prevent that person from attending the setting even to drop off or to pick up children.**
- **The suspension and possible permanent withdrawal of a child's place. This action will only be taken if all other avenues have been explored and the management feel that this is the only possible course of**

action left open to them. This may be done without warning where behaviour is deemed so severe. See our Admissions Policy.

If staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, the police will be contacted and their assistance requested to help deal with the situation.

This policy has taken into consideration the following legislation:-

- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Disability Discrimination Act 1992
- Equal Opportunities Act 1995
- Human Rights and Equal Opportunities Commission Act 2005
- Occupational Health and Safety Act 2005
- Sex Discrimination Act 1984
- Workplace Relations Act 1996
- Equality Act 2010

Signed on behalf of the setting by:

Manager/Owner

Date: 1st May 2020

Review Date: 1st May 2021