



Code of Conduct

Our staff are all expected to embody our 4 core values that influence their behaviour and practice:

1. High quality – we don't make compromises or take shortcuts and pay attention to detail
2. Making a difference – we look to create enriching and rewarding experiences for children
3. Empathy and care – our practitioners are warm, kind, open and nurturing
4. Effective communication skills – with children, families, and colleagues we keep dialogue open, honest and supportive

These form part of the Appraisal policy and objective setting that is within our staff handbook.

We also ask that they follow the following areas of conduct.

Care

- Supervise the children at all times
- Be aware of the children's safety and needs
- Ensure there are plenty of stimulating educational and fun activities
- Respond to the individual needs and demands of your clients to the best of your abilities
- Treat equipment and resources with care and respect; as if they were your own
- Be accountable and take responsibility for your actions

Quality

- Ensure the highest quality of care to the children and safeguard their environment
- Set up the learning environment and plan for key children to the highest of standards
- Reflect on your own work; identify your strengths and weaknesses and build upon your strengths and improve upon your weaknesses
- Enhance the pre-school and care given in any way you can
- Provide constructive feedback and ideas to help improve Little Gulls & Buoys seek to improve yourself and your skills

Commitment

- Be prepared and willing to 'go the extra mile'
- Be enthusiastic towards your job, parents, children and other team members
- Be reliable, with minimal absences and put yourself in the 'shoes' of others
- Promote the Little Gulls & Buoys vision, mission and culture

Trust

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

Teamwork

- Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care.

- Support fellow team members - ensure no one person is doing all the work and help other team members if they require it
- Be friendly and considerate – remember each individual is unique
- Work together to ensure the best possible outcome of those in your care Communicate with parents and carers.

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