



Sherwood Pre-School
Community. Learning. Progress.

CODE OF CONDUCT FOR STAFF

We are all professionals and we are our Pre-school's most expensive resource. How we manage ourselves, how we work, talk, behave and interact with each other and with the children should be exemplary and always of the highest standard and quality.

How can we ensure this?

We need to provide positive role models for the children. We need to engage in positive interactions:

- By talking to them
- By listening to them
- By communicating with them using positive body language (a smile or nod)
- By encouraging them
- By praising them (specific praise not just 'good boy')
- By commenting positively
- By using a quiet voice in a calm way.
- We need to be there for the children
- We need to be pro-active.
- By noticing when and where to intervene sensitively.
- By observing what it is the children are doing and anticipating what they might need next to extend an activity.
- By intervening sensitively to provide a commentary about what is happening, introducing relevant new vocabulary to the children during their play.
- By intervening sensitively to reinforce rules and routines in a meaningful context.
- By engaging with a colleague to comment on a child's significant achievement, promoting a positive image of this child to those around.

Guidelines for social networking sites.

It is considered to be inappropriate for Staff to friend children that attend or have attended Sherwood Pre-school. Therefore it is the policy of the pre-school that all staff do not accept friend ship requests from children who are or have been in our care.

Staff are also not to discuss the pre-school or any situation or incident that has arisen within the setting on a social network.

The pre-school would prefer staff not to indicate that they work at Sherwood Pre-school as this could encourage contact from children who were in our care. It is preferable that you just put that you work in a nursery.

Guidelines for baby sitting

It is felt that there could be a conflict of interest if staff members were to baby sit a child from the pre-school. Therefore staff are advised that Sherwood Pre-School would prefer staff members not to babysit children who are in our care.

Guidelines towards developing a positive ethos for our setting.

As professional adults we need to:

- Provide a warm welcome to all who enter Sherwood Pre-School.
- Provide positive role models
- Use a quiet voice and adopt a calm approach
- Avoid the trap of constantly questioning the children or repeating instructions unnecessarily.
- Go to the child to speak when targeting a specific child.
- Avoid talking about the children in a concerned or negative way when in their presence.
- Work to consistent, clear, agreed, common goals.
- Be sensitive to the needs of each individual child, our co-professionals and the general situation and environment at all times.
- Have high expectations at all times, in what we do and how we do it as well as what we expect from the children and how they do things.
- Avoid social chat with colleagues when we are on duty.
- Comments should always be positive and professional.

- Mutual Respect.
- When arranging staff a meeting there needs to be agreed start and finish times.
- All staff members invited to the meeting should arrive punctually.
- All those present should aim to keep to the business in hand and make relevant contributions.
- All those present should listen to respect and value the contributions made by colleagues.
- An agenda for each meeting should be circulated at least a day before the meeting.
- The best possible use should be made of limited staff meeting time.
- Preparation and Maintenance of Areas/Resources
- All areas should be prepared and ready before the children come into the pre-school.
- All staff should be in their timetabled area at least three minutes before the session is due to start to provide a positive warm welcome for the children.
- A senior member of staff will be at the door.
- This will help those entering the pre-school to feel that they have been expected and are welcome.
- When setting up or clearing away staff should note any resources that are damaged or have pieces missing and report these to the supervisor.
- Staff should note and report to the manager/supervisor any defective furniture or fittings to minimise any danger or risk to any one working in the setting.
- A short informal staff meeting shall be carried out 10 minutes before the start of each session i.e. 8.50am and 12.35pm.

The Supervisor will undertake to inform other staff which activity and areas of development will be targeted that session. Also advise on any children that need targeting in a particular activity.

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