**Code Of Conduct**

Pegasus Childcare Centre recognises that to make children feel valued and to enhance their learning and development while they attend our setting, a positive and effective partnership with parents/carers is essential and will be encouraged at all times.

As a consequence, Pegasus Childcare Centre will strive to provide a safe, welcoming and happy environment for all the children and families that access our service. We firmly believe that by working together with families we can provide a long lasting and beneficial effect on the children’s learning and emotional 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, happy environment for all the children and staff, in which rights of children are considered at all times.

**Pegasus Childcare Centre place great values on:**

* Everything we do at the setting, the children are at the heart of the decisions
* The physical and emotional wellbeing of the children
* Providing an open, welcoming environment where everyone's contribution is not only valued and respected but encouraged.
* Promoting positive attitudes to diversity and difference within all children, staff and families helping them to learn and to value different aspects of their own and other peoples’ lives
* Encourage Parents/Carers to support and participate in the day to day activities that we provide for their children
* Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued and parents/carers will feel that their views and opinions are important.

**To ensure the smooth running of the setting due regard should be given to the following procedures:**

* **Health and Safety**: Our policies and procedures are always on display in the setting and copies are available on request. New parents will receive a copy of key policies and procedures upon enrolment of their child/ren. Compliance with all policies and procedures is essential.  Everyone will receive a Pegasus welcome pack and induction where key policies and procedures are discussed and where everyone is made aware of procedures for the emergency evacuation of the building in case of fire or other critical incident.
* **Communication** is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards others using acceptable verbal and non-verbal language. At NO time will aggressive or offensive language be acceptable from anyone whatever the circumstances may be.
* **Discipline** issues with the children are the responsibility of the staff and such concerns about behaviour should be referred to them directly. Children’s behaviour should only be discussed within the confines and privacy of the setting. At no   time will staff members be permitted to raise their voice whilst discipline a child.
* **Respect**: We are an inclusive setting and we celebrate diversity in every way we can. Everyone is valued and respected and we aim to promote positive attitudes towards diversity and difference within all people.
* **Confidentiality:** Is paramount and everyone is expected to comply with the setting’s 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

For this policy to be effective, everyone concerned must take ownership and assume responsibility for it. To ensure that this happens:

**The management will endeavour to -**

* Abide by the standards of conduct as set out in this policy.
* Follow all policies and procedures rigorously, ensuring that all other staff also do so
* Provide all parents/carers with a copy of this policy making them aware of its importance and the implications of not abiding by it.
* Ensure that this policy is displayed in the setting and that all volunteers, students and visitors are made aware of it and agree to abide.
* 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 every two years

**The staff will endeavour to -**

* Abide by the standards of conduct as set out in this policy.
* Follow all policies and procedures rigorously
* Respect individual needs and values of cultural practices and beliefs of the children and families that use our setting
* Work with colleagues, management and families to provide an environment that encourages positive communication and feedback.
* Act as positive role model at all times
* Provide policies and procedures to ensure that parents/carers helping out are not left alone with a child and not places in situation where they may feel awkward

**Parents/Carers**

* Abide by the standards of conduct as set out in this policy.
* Abide by all policies relevant to parents (available on the website)

**Breach of Code of Conduct**

Any breach of 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 outcomes of the investigation and that other breach of conduct will not be tolerated.
* A restraining order being sought against the relevant person, which will in effect prevent the person from attending the setting even to drop off or 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 if action is left open to them.

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

This policy has taken into consideration the following legislation:

* Child wellbeing and Safety Act
* Children, Youth and Families Act
* Children's Service Act 1996
* Disability Discrimination Act 1992
* Human Rights and Equal Opportunity Commission Act
* Occupational Health and Safety Act
* Sex Discrimination Act
* Workplace Relations Act

**This policy was reviewed and adopted on**

**Signed (Manager)**

**Signed (Chair)**

The Policy will be reviewed every two years.

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| **Date of Review** | **Policy Updated** | **Signed (Chair)** |
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