

# ST ALBAN'S PRE SCHOOL

## CODE OF CONDUCT

### CONFIDENTIALITY

**It is the duty of any students on work placement to keep completely confidential any information regarding the children, their families or other staff, which is learnt whilst in the setting.**

- You should remember that the welfare of the child should always come first and always act in the child's best interest.
- You should take responsibility for your own actions and behaviour.
- You should not raise your voice in front of children.
- Adults and children have a responsibility to treat each other with dignity and respect.
- Diversity is a tremendous asset to St Alban's Pre School and we are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.
- Ensure that your behaviour at Pre School or outside does not cause embarrassment to St Alban's Pre School or reflect negatively on St Alban's Pre School in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites i.e. do not refer to your time in Pre School or comment on your experience here.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Mobile phones must be left in your bag in a locker.
- You should always be supervised by a member of staff and never left alone with the children. In particular you should not take a child to the toilet. This is to protect you as well as the children in Pre School.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<hr/> 23 January 2026	<i>(date)</i>
Date to be reviewed	<hr/> 23 January 2027	<i>(date)</i>
Signed on behalf of the provider	<hr/> <i>Elaine Mercer</i>	
Name of signatory	<hr/> Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	<hr/> Head of Pre School	