

Acorn Pre-school and the Mighty Oaks Clubs, Shefford

Parental Code of Conduct

General Welfare Requirement: Safeguarding and Promoting Children's Welfare
 States that the provider must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|--|--|---|--|
| 1.2 Inclusive practice 1.3 Keeping safe | 2.1 Respecting each other 2.2 Parents as partners | 3.2 Supporting every child 3.4 The wider context | 4.4 Personal, social & emotional development |

Aim

The aim of this code of conduct is to ensure that the staff, the parents and the children who attend our setting understand what behaviour is expected of them.

The key to avoiding misunderstanding and potentially volatile situations is communication. 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.

Please do:

- share information with staff about your child's development, health and well being
- let us know if someone else is collecting your child and give them the password if appropriate
- collect your child on time, if you are going to be unavoidably late, then please let us know as soon as possible
- share any worries, concerns or complaints to your keyperson, the manager or the committee

Please do not:

- use inappropriate language when speaking with staff, children or other parents
- use aggressive or threatening behaviour towards staff, children or other parents either in person, on the phone or in writing
- collect your children from pre-school if you have consumed alcohol, medication or other substances that have affected your judgment or responses
- smoke on school property
- quarrel with other parents or staff
- interfere with staff doing their job
- breach our confidentiality policy
- discuss or name the pre-school in a way likely to cause offence or use the name or photograph of any of the staff or children who attend on any online networks such as Facebook or Twitter

Breaches of our code of conduct

- Any breach of this code of conduct will be dealt with promptly and is taken very seriously. The manger and/or committee 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 pick up children
- The suspension and possible permanent withdrawal of their child’s place. This course of action will only be taken if all other avenues have been explored and the manager and/or committee feel that this is the only possible course of action left open to them. If the staff are presented with a difficult or volatile situation and they feel that any individual is at immediate risk of harm, the police will be contacted and their assistance requested to help deal with the situation.

This policy gained staff consent on 21st May 2012

**This policy was the subject of parent consultation between 29th June 2012
and 13th July 2012**

This policy was adopted at a minuted full meeting of the Committee held on

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Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs

Signature

Position Date