



Holy Trinity Preschool Staff Code Of Conduct

Policy approved by Preschool Management Committee

Dated

Signed

Review Date

Holy Trinity Preschool

Staff are expected to act courteously, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the setting and the welfare of other staff and children. Confidentiality is an issue of grave importance when working within the Preschool.

Working with children in our setting is a privilege and carries with it many important responsibilities.

Staff have an obligation to the setting and the children in it to

- Be present at work as required and to be absent from the workplace only with proper authorisation from the Leader
- Carry out their duties in an efficient and competent manner, and maintain high standard of performance.
- Take direction from the Preschool Leader in the first instance
- Respect the privacy of the individuals within the setting and use confidential information only for the purpose for which it was intended.
- Any conversations with parents about children in the setting should be between the parent and the Preschool Leader or the Chairperson of the Management Committee.
- Treat all members of the setting staff with respect and report any misconduct to the Preschool Leader/Chairperson of the Management Committee.
- Dress appropriately and use appropriate language at all times in the setting.
- Do not enter into written correspondence with parents unless authorisation has been given by the Leader/Chairperson of the Management Committee.
- All written correspondence should be checked by the Preschool leader before being sent to parents.

INTRODUCTION

All actions concerning children must uphold the best interests of the children as a primary consideration. Staff must always be mindful of the fact that they

hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. This code of contract is not intended to distract from enriching experiences children gain from positive interaction with staff. It is intended to assist staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk for staff by offering guidance on prudent contract.

CODE OF CONDUCT

Physical contract with children

- As a general principle, staff are advised not to make unnecessary physical contract with the children.
- It is unrealistic and unnecessary, however, to suggest that staff should touch children only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance in involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- Staff who administer first aid to a child should ensure wherever possible that this is done in the presence of another adult for their own safety however, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.
- Any physical contract which would be likely to be misinterpreted by parents or other casual observer should be avoided.
- Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to his/her Preschool Leader or in the case of the Leader to the Chairperson of the Management Committee.

RELATIONSHIPS AND ATTITUDES

Staff should ensure that their relationships with children are appropriate to the age, maturity and sex of the child, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require

care and thought.

CONCLUSION.

It would be impossible and in appropriate to lay down hard fast rules to cover all the circumstances in which staff interrelate with children, or where opportunities for their conduct to be misconstrued might occur.