



Staff Code of Conduct

Our staff are all expected to follow the 5 petals of the Tithe Barn Preschool Code of Conduct.

Care

- Supervise the children at all times
- Be aware of the children's safety and needs
- Ensure there are plenty of stimulating educational and fun activities
- Respond to the individual needs and demands of the children to the best of your abilities
- Treat equipment and resources with care and respect; as if they were your own
- Be accountable and take responsibility for your actions

Quality

- Reflect on your own work; identify your strengths and weaknesses
- Build upon your strengths and improve upon your weaknesses
- Enhance the preschool and care given in anyway you can
- Provide constructive feedback and ideas to help improve the Tithe Barn Preschool
- Seek to improve yourself and your skills

Commitment

- Be prepared and willing to 'go the extra mile'
- Be enthusiastic towards your job, parents, children and other team members
- Be reliable, with minimal absences and put yourself in the 'shoes' of others
- Promote the Tithe Barn Preschool's vision, mission and culture
- Ensure the highest quality of care to the children and safeguard their environment

Trust

- Act with honour and integrity. Be honest, truthful and open
- Uphold the trust placed in you by children and parents by respecting their individual requests and demands, and providing the highest standard of care
- Uphold the trust placed in you by fellow team members - look out for, and after them and do your fair share of work
- Promote a positive attitude towards the Tithe Barn Preschool when outside of work, and be especially careful when using social media sites

Teamwork

- Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care.
- Support fellow team members - ensure no one person is doing all the work and help other team members if they require it
- Be friendly and considerate – remember each individual is unique
- Work together to ensure the best possible outcome of those in your care
- Communicate with parents and carers

Written September 2016
Reviewed annually

Signed:  