

**King Square Community Nursery**  
**Code of Conduct**

**Policy Statement**

Here at King Square Community Nursery we believe in polite and respectful to all staff, children and parent/carers at all times.

All staff will actively promote a warm secure relationship with the children for whom they are responsible. The individual needs of each child will be assessed and catered for.

If you have a complaint to make, please refer to nursery complaints procedure.

Please choose an appropriate time to address your complaints with staff/parents and never show discontent in front of the children.

The use of bad language, verbal or threatening behaviour towards staff, children or parent/carers will not be tolerated.

Please be aware that an alcohol consumption or illegal substance affects your judgement and responses. We want you to be fully competent of taking care of your child/children for your journey home. If staff are concerned about your ability to do this, we will advise that you take a taxi all the way home or request for someone to collect you and take you home.

Whilst on nursery premises you the parent/carer are responsible for your child/children's safety and care.

Please do not shout at or physically punish or smack your child/children whilst in the nursery.

Please don't complain when you are charged a late fee for late collection. Our policy for this is quite clear and fair.

All children will be actively encouraged and enable to fulfill their potential. Their physical, emotional and social skills will be monitored termly and their achievements/development will be recorded on our tracking database and discussed with parents/carers at our parent evenings.

We ensure that all quality of teaching is good and that the staff has secure knowledge and understanding of outcomes for all the 7 areas of the curriculum. All opportunities for all children to make progress are offered in the stimulating environment.

No person will discriminate against any child, parent, guardian or carer on grounds of race, culture, religion, gender, disability, life style or sexuality.

Parents/carers will remain aware of and sensitive to differences of culture, equipment and activities will positively reflect today's multicultural society.

Safety is the paramount concern whatever the activity. Adult to child ratios will be monitored and adhered to at all times. All equipment will comply to an approved British and EC standards and will be checked on a regular basis.

A good standard of hygiene will always be maintained at all times.

Children's behaviour will be positively managed, no physical chastisement whatsoever will be allowed. No child will be humiliated, embarrassed or frightened. Anti-social behaviour will be managed to ensure all children's well being.

All accidents will be reported immediately and entered into the Accident book without delay. Parents will be fully informed as soon as possible and the cause of the accident will be dealt with to avoid repetition. All parents will need to sign documentation of accidents to acknowledge that it has been brought to their attention.

Social Services will be informed of any concerns Nursery staff may have regarding a child's safety or welfare.

All parents are entitled to help determine the care their child receives.

All parents are entitled to full information about the activities and the care received by their child. Time for discussion with parents will be made available.

Please ensure that you read the newsletter and notices carefully as they normally contain important information regarding the nursery or the children.

Please share relevant information regarding your child/children with staff. Good communication between staff and parents/carers promotes positive relationships and it is beneficial that we all work together.

In any event that the above rules are breached, the nursery Disciplinary Procedure will be followed, that is:

1. Verbal warning.
2. Written warning.
3. Dismissal/loss of nursery place.

This policy was adopted by

King Square Community  
Nursery

On

8 February 2016

Date to be reviewed

8 February 2017

Signed on behalf of the provider

Name of signatory

Jackie Morgan

Lisa Bassett

Role of signatory

Director

Chair