



**Clifton Playgroup Ltd**  
Company Ltd by Guarantee 07342930

## CODE OF CONDUCT AND BEHAVIOUR

4.1 Clifton Playgroup expects everyone who works with us, staff, volunteers and Board of Directors, to follow the guidelines that cover all aspects of the Playgroup's activities. These are:

- Remember that safeguarding is our priority and this involves Confidentiality, Child Protection, and Health and Safety. Any breaches in these policies will be investigated and may lead to disciplinary action by the investigation team.
- It is expected that you will treat everyone with respect.
- You will provide an example of behaviour showing your awareness to your job role, remembering that when working with Early Years you must continually model behaviour for the children and others to follow.
- Respect people's right to personal privacy.
- We will provide opportunities for people to talk about any concerns they may have.
- We will support children and young people to create a safe environment where they feel comfortable to talk about attitudes or behaviours they do not like.
- Avoid situations that compromise your relationship with children and young people, and/or which are unacceptable within a relationship of trust.

- Remember that someone else might misinterpret your actions, no matter how well intended.
- Recognise that caution is required even in sensitive moments of listening, such as when dealing with bullying, bereavement or abuse, or when families share personal private information.
- It is important that you do not have any inappropriate physical or verbal contact with others. Think safe.
- It is important you do not jump to conclusions about others without checking the facts. Speak to the Manager or Board Chair for confirmation if needed. Remember that some information is on a 'need to know' policy and you may not be given the facts about matters that are not for you to know.
- Favouritism of any child or individual will not be tolerated.
- Suggestive remarks or gestures will not be tolerated and may after investigation lead to a disciplinary matter.
- It is the responsibility of all ADULTS to safeguard children and staff. Do not let suspicions, disclosure or allegations of abuse go unrecorded or unreported.
- Dress appropriately for work at Playgroup, using dress code discussed at your induction to Playgroup.
- Do not use social media to make contact with parents and disclose any friendships you have with parents outside of Playgroup. (the Fundraising team have an internet site for promoting fundraising activities only).

This policy was adopted at a meeting of the Board of Directors held on: March 2019.

**Signed on behalf of  
Playgroup:**



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**Name:** Liz Newbold

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**Designation:** Chair of Board of Directors

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