



COMMUNICATION POLICY

CODE OF CONDUCT

Everybody in the centre has a commitment to pupils, colleagues, parents, governors and the community at large.

In fulfilling their obligations everybody should behave at all times in such a manner as to demonstrate personal courtesy and integrity and to enhance the dignity and standards of their work.

Everybody should strive constantly to develop skills and expertise in their work.

1. With regard to children – members of staff should:

- Remember that the spiritual, moral, intellectual and physical welfare of the children in the prime purpose and first concern of education:
- Behave with compassion and impartiality:
- Be sensitive and avoid hurtful comments of a personal nature:
- Do nothing to abuse, exploit or undermine the staff/child relationship:
- Respect the confidentiality of information relating to children unless its disclosure is either required by law or is in the best interests of the particular child:
- Ensure that reports on children are based on factual and objective information.

2. With regard to colleagues – members of staff should:

- Exercise the duty of care towards their colleagues:
- Be aware of the work related needs of others:
- Keep in confidence discussions with colleagues concerning problems associated with their work:
- Respect the status of colleagues, particularly when making any assessment of observations on their work:
- Not denigrate a colleague in the presence of others:
- Exercise maximum frankness and good faith in all matters relating to appointments to posts:
- Take care to give references that are fair and truthful.

3. With regard to parents – members of staff should:

- Seek to establish a friendly and co-operative relationship with the parents of children:
- Not knowingly distort or misrepresent the facts concerning any aspect of the educational development of their children:
- Respect the joint responsibility which must exist between the centre and the parents for the education of their children:

- Respect parental rights to enquiry, consultation and information with regard to the educational development of their children.
- 4. With regard to governors – members of staff should:**
- Seek to establish a friendly and co-operative relationship with members of the governing body:
 - Not knowingly distort or misrepresent facts concerning the centre:
 - Recognise and support the reasonable discharge of the corporate responsibilities and duties of the governing body.
- 5. With regard to the community – members of staff should:**
- Promote a good working relationship with parents, governors and elected representatives of the community in order to create a clear understanding by them of the aims and objectives of the centre:
 - Be aware of the involvement of the community in the life of the centre and understand its social, economic and ethnic needs and problems:
 - Recognise the need of the community to use the centre facilities subject to the requirements of the Nursery School and Early Years Care
 - Recognise that they represent the centre within the community and social media and as such retain a professional persona at all times.
- 6. With regard to their commitment to their work – members of staff should:**
- Always pay proper regard to the safety and well being of both children and colleagues:
 - Respect and fulfil contractual obligations:
 - Respect the right of an individual to hold religious or political, beliefs and not seek to impose personal opinions in such matters:
 - Not misrepresent professional qualifications:
 - Not canvas directly or indirectly in order to secure an appointment:
 - Ensure that other commitments, for example part-time employment, do not prejudice the capacity to render due service:
 - Make careful and best use of all resources provided.

User Signature

I have been given a copy of the Communication Policy and have read and agree to follow this code of conduct

Signature.....

Date

Full name.....(PRINT)

Position/Role

When you have read the attached policy and have signed please hand the slip to the office.