

# Little Dragons Pre-School and Clubs



## General Code of Conduct policy for

*Parents, Carers and Visitors*

### Policy statement

At Little Dragons Pre- School we recognise that the welfare of the child is paramount.

#### *Key commitment*

Little Dragons Pre-School is committed to building a 'culture of safety' in which children, staff and parents are protected from abuse and harm in all areas of its service delivery.

We recognise that caring for your children involves having a strong partnership between home and pre-school. For this reason we welcome and encourage parents and families to fully participate in the life of our pre-school. The purpose of this policy is to provide a reminder to all parents, carers and visitors about expected conduct. This enables us to work together to ensure a safe and positive environment for you and your children.

### **Respect and Concern for Others**

**We expect parents, carers and visitors to show respect and concern for others by:-**

- Supporting the respectful ethos of our pre-school by setting a good example in their speech, manner and behaviour towards others;
- Working in partnership with staff at Little Dragons for the benefit and well-being of the children;
- Approaching the managers or staff at pre-school to resolve any issues of concern; discussing any specific events in a timely manner in order to bring about a positive solution (See Complaints policy);
- Observing the pre-school rules and guidelines regarding privacy with regard to the use of social media and sharing of images;
- Adhering to our policies and guidelines in relation to the use of mobile phones and digital equipment. (see Online/E safety policy);
- Refraining from sending 'Friends Requests' to members of Little Dragons staff from Social Media sites such as Facebook. Little Dragons staff will only communicate about key children with parents and carers through face to face discussions or work email addresses;

- Avoiding any conduct which would lead to any reasonable person to question their motivation and intentions;
- Being aware of all pre-school policies, available on our website. Hard copies of which are always available to parents or visitors;
- Respecting others regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity;
- Recognising and respecting the value and intrinsic worth of each child and family, regardless of economic or social background; and
- Respecting the pre-school environment, including keeping the preschool tidy and by not littering.

**In order to support a safe pre-school environment and in line with our safeguarding responsibilities we will not tolerate:**

- Disruptive behaviour which interferes with the operation of the pre-school by using loud or offensive language or displaying threatening behaviour or physical aggression towards an adult or children;
- Damaging or slanderous language directed at individuals;
- Abusive or threatening emails, phone calls or social network messages;
- Damaging or destroying property; and
- Smoking, consuming alcohol or taking drugs on or near the premises or be under the influence of alcohol and or drugs when entering pre-school.

**In the event that the requirements of this policy are not complied with:**

- The parent/carer will be given the opportunity to discuss matters with senior members of staff to discuss and resolve the issue. However, if the matter cannot be resolved immediately, the parent will be asked to leave the pre-school premises until a meeting is held including our chairman to discuss and resolve the issue. In the event of severe or continual abuse, the Local Authority and police will be informed and the parent will be banned from the premises in order to safeguard the children and adults in our premises.
- The pre-school may consider taking legal action against any individual bringing the name or reputation of the preschool into disrepute without cause (See Online/E Safety policy).

We therefore ask that all parents and carers commit formally to the requirements of our policy when registering their child with the pre-school and trust that all parents, carers and visitors will assist us with the effective implementation of this policy.

Our designated person who co-ordinates parent general conduct issues are:

The Manager

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Our designated officer who oversees this work is:

Rob Lord (Chairman)

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This policy was adopted by	Little Dragons Pre-School	<i>(name of provider)</i>
On	November 2017	<i>(date)</i>
Date to be reviewed	November 2018	<i>(date)</i>
Signed on behalf of the provider	Rob Lord	
Name of signatory		
Role of signatory (e.g. chair, director or owner)	Chairperson	

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**Relevant telephone numbers:**

- LADO:0300 139797
- Ofsted:0300 123 1231

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**I confirm that I had read and agree to adhere to Little Dragons Pre School General Code of Conduct Policy 2016.**

**Signed** .....

**Name** .....

**Name of Child** .....

**Date** .....