



Code of Conduct for Parents, Carers and Families

Putnoe Woods Preschool actively encourage parents, carers and families to visit and spend time with their children and staff within the Preschool environment. We are dedicated and committed to ensure that ALL children and staff are safeguarded whilst in the care of the Preschool and expect parents, carers and families to maintain their responsibilities in the following way.

The welfare of the child and staff is paramount.

Parents / Carers and Families are requested to

- Share information with staff about the development, health and wellbeing of their child
- Adhere to arrival and collection times of the child's sessions and the Preschool
- Leave promptly once you have said goodbye to your child to allow the session and activities to start.
- Ensure their child is collected on time and inform the Preschool if their child is going to be unavoidably late or absent from Preschool
- Ensure that contact details are current and staff are updated as soon as possible
- Ensure that other persons collecting the child from Preschool are aware of the password system and a member of staff or the Preschool office is informed of other persons collecting the child
- Be polite and respectful to all staff members, children and other families
- Provide constructive feedback to members of Preschool staff
- Direct any concerns, worries, complaints to the child's keyperson, Team Leader or Preschool Manager at an appropriate time and place and in an appropriate manner
- Ensure you can safely transport your child to and from Preschool using an age appropriate car seat and use the Preschool car park
- Ensure as reasonable as possible your child is 'well' when attending Preschool and to be respectful of a decision regarding the exclusion of a child due to illness
- Celebrate the different backgrounds, faiths and beliefs of children, parents, carers and families who attend Putnoe Woods Preschool



Parents / Carers and Families are requested NOT to

- Shout, smack or use physical punishment to your child or other children whilst on the Preschool premises
- Use inappropriate language towards staff, families, visitors or children either in person, on the telephone or in writing
- Use or demonstrate threatening or aggressive behaviours towards staff, families, visitors or children either in person, on the telephone or in writing
- Collect your children from Preschool if you are under the influence of alcohol, drugs or any medication that will affect your judgement or response
- Discuss sensitive issues in the presence of your child, other children, staff members, parents or visitors
- Take photographs or videos of other children
- Post any photographs or videos on any social media website
- Use a mobile phone whilst on the Preschool premises
- Breach confidentiality matters within the Preschool or make offensive comments or malicious acts that bring the Preschool into disrepute

Failure to comply with this Code of Conduct may result in your child's preschool place being withdrawn

This policy is in compliance with GDPR (General Data Protection Regulations) November 2018

Putnoe Woods Preschool is committed to safeguarding and promoting the welfare of children and young people, employees, students, volunteers, trustees and parents and expects all staff and volunteers to share this commitment