



Putnoe Woods
Code of Ethics for Staff, Volunteers and Students
(Code of Conduct)
Policy and Procedures

At Putnoe Woods Preschool we believe that every child is a competent learner from birth who can be resilient, capable, confident and self-assured and that we must provide an enabling environment to support and develop their learning.

We also acknowledge that parents are the children's first educators and that we must build positive relationships to make certain positive impacts on children's development and learning and that we must value and respect the diversity of individuals and communities. This also includes fellow colleagues within the preschool and others whom we may work with.

Putnoe Woods Code of Ethics (Code of Conduct) is to be used to guide professional behaviours and to embed the roles of staff, volunteers, and students. We must not divert from the understanding that we are role models and must set positive examples of behaviour and conduct which can be copied by children. As individuals, we are in a unique position of influence with young children and their families and must adhere to behaviour that sets a good example to all the children within the preschool.

- The potential of every child should be fulfilled
- The welfare of the children in our care is paramount
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work in an open and transparent way
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern
- Staff should apply the same professional standards
- Children's parents are their first and most important educators

Putnoe Woods Preschool



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- Diversity is celebrated and uniqueness valued
- We will help empower people to 'be all they can be'
- The people who work for Putnoe Woods Preschool are its greatest resource

Putnoe Woods Code of Ethics (Code of Conduct) should be read and adhered to in conjunction with the following preschool policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy

This code of ethics places the utmost importance on the protection and wellbeing of children and families. Acting to counteract unethical practice is therefore the responsibility of every early childhood professional.

In relation to children:

1. Respect the rights of children as laid out in the United National Convention on the Rights of the Child (1991) and commit to endorsing these rights
2. Recognise and respect the individual qualities and potential of each child
3. Understand the vulnerability of children and their dependence on adults
5. Create and maintain safe and healthy environments which foster children's social, emotional, cognitive, and physical development which respect their contributions to communities and their dignity
6. Respect the relationship between children and families and acknowledge this in all interactions with children



7. Ensure that all children and their families with special needs and disabilities have access to appropriate support services
8. Ensure that each child's culture, language, ethnicity, and family structure are acknowledged and valued
9. Encourage the right of each child to play and learn in an environment that meets the needs of children with and without disabilities
10. Provide all children with a language that they know, as well as support children in maintaining the use of their home language and in learning English
11. Advocate and ensure that children are not discriminated against because of gender, age, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, or national origin

In relation to families:

1. Develop relationships of mutual trust with positive, open, and honest communication
2. Accept the family's right to make decisions (or be involved) about their own children
3. Maintain respect and the family's right to confidentiality
4. Learn from families so that they can build on their strengths and be supported in their role of nurturing children
5. Respect the dignity and preferences of each family and endeavour to learn about their structure and lifestyle, culture and customs, language, religion, and beliefs
6. Share information about the child's education and development with families and help them understand and appreciate the current knowledge base of the early childhood profession



7. Support the continuing development of parents' skills to enhance their understanding of their children

In relation to colleagues:

1. Build collaborative relationships based on trust, respect, and honesty
2. Encourage colleagues to act in accordance with this code and take action in the presence of unethical behaviours
3. Acknowledge the personal strengths, professional experience, and diversity which other colleagues bring to work
4. Share knowledge, experiences, and resources with colleagues
5. Use constructive methods to manage differences of opinion in the workplace
6. Treat others with dignity and respect, care, kindness and courtesy - and to listen to what they say, even though they may not share their viewpoints
7. Be supportive to colleagues and engage in positive team work

In relation to my profession:

1. Keep updated with research, theory, content knowledge, high-quality early childhood practices and understanding of children and families
2. Be aware of, and if appropriate challenge the power dimensions within professional relationships
3. Pursue and build collaborative professional relationships
4. Undertakes reflection, critical self-study, continuing professional development and engage with evidence based theory and practice



In relation to students:

1. Acknowledge the support and personal strengths, professional knowledge, diversity and experience which students bring to the learning environment.
4. Implement and support strategies that encourage and empowers students to make positive contributions to the workplace
7. Demonstrate this code of ethics to students through practical experience so that they adhere to these standards in the workplace

In relation to communities:

1. Learn about the communities we work with their priorities and needs and ensure that our work with the children reflects these
2. Promote shared and informed aspirations among communities which benefit children's happiness, health, enjoyment and wellbeing
3. Advocate the implementation of laws and policies that promote child and family-friendly communities
4. Promote developmentally and culturally appropriate knowledge and understanding of young children as well as their individual needs

Putnoe Woods 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.

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| Date of Policy: September 2014 | Created By: Jo Skelton | |
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| Review Date | Reviewer | Amendments |
|----------------|------------|------------|
| December 2015 | Jo Skelton | |
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