



Code of Conduct for Parents and Visitors Policy and Procedure

Policy statement

At Carlton Playgroup we recognize that caring for your children is a process that involves a strong partnership between home and the playgroup. It is very important to have a good relationship and for this reason we welcome and encourage parents and families to participate fully in the life of our playgroup.

The purpose of this policy is to provide a reminder to all at our playgroup about expected conduct so that we can work together to ensure a safe and positive environment for your children.

Procedures

Respect and concern for others

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

- Supporting the respectful ethos of our playgroup by setting a good example in their own speech and behaviour to others;
- Working together with the staff of the playgroup for the benefit of the children. This includes approaching the playgroup to resolve any issues of concern, discussing and aiming to clarify any specific events in order to bring about a positive solution (see complaints policy);
- Be aware of all playgroup policies (copies of which are available at all times);
- Respecting the playgroup environment, including keeping the playgroup tidy by not littering;
- Observing the playgroups rules regarding privacy with regards to social media and sharing images;
- Completing mobile phone conversations outside the premises.

In order to support a peaceful and safe playgroup environment, we cannot tolerate: -

- Disruptive behaviour which interferes with the operation of the playgroup;
- Using loud and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child;
- Using corporal punishment on any child whilst on the premises;
- Damaging or destroying playgroup property;
- Abusive or threatening emails, phone or social network messages;
- Smoking, consumption of alcohol or other drugs, or entering the playgroup whilst intoxicated.

Any such behaviour on playgroup premises will be reported to the appropriate authorities and the manager and managing board may prohibit an offending adult from entering the playgroup grounds in order to safeguard our community.

We trust that parents and visitors will assist us with the implementation of this code.

Legal framework/Links to other policies

Complaints policy
Safeguarding Children Policy

This policy was adopted by

Carlton Playgroup Ltd

(name of provider)

On

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
