



## 4.1 Professional Code of Conduct Policy

### PURPOSE(S):

Our Staff are all expected to follow the 5 petals of our Code of Conduct.

### DESCRIPTION(S):

#### CARE

1. Supervise the children at all times
2. Be aware of the children's safety and needs
3. Ensure there are plenty of stimulating educationan and fun activities
4. Respond to the individual needs and demans of your clients to the best of your abilites
5. Treat equipment and resources with care and respect; as if they were your own
6. Be accountable and take responsibility for your actions.

#### QUALITY

1. Reflect on your own work; identity your strength and weaknesses
2. Build upon your strengths and improve upon your weaknesses
3. Enhance the nursery and care given in any way you can
4. Provide constructive feedback and ideas to help improve Little Haven Nursery
5. Seek to improve yourself and your skills

#### COMMITMENT

1. Be prepared and willing to 'go the extra mile'
2. Be enthusiastic towards your job, parents, children and other team members
3. Be reliable, with minimal absences and put yourself in the 'shoes' of other
4. Promote the Little Haven vision, mission and culture
5. Ensure the highest quality of care to the children and safeguard their environment

#### TRUST

1. Act honour and integrity. Be honest, truthful and open

