



Adventure Pre-School – Professionalism Policy

We are in a position of trust and should be mindful of the need to maintain professional boundaries appropriate to our position and must always consider whether our actions are warranted, proportionate, safe and applied equitably. We should act in an open and transparent way that would not lead to any reasonable person to question our actions or intent.

Staff are expected to interact with parents and children's families in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child. Staff must not discuss pre-school matters with parents and children's families outside pre-school.

In relation to conduct outside of work, care should be taken by staff to avoid any conflict of interest between activities undertaken outside pre-school and responsibilities within pre-school. In no case should outside activities bring the pre-school into disrepute. Staff must disclose any misconduct or alleged misconduct made against them, including incidents arising outside of pre-school.

The importance of confidentiality cannot be stressed too much and it is important that it be borne in mind at all times. For the purposes of clarity, no employee shall at any time (save as required by law) before or after the termination of employment, disclose any such confidential information to any person without our prior written consent.

Any work-related issue or material that could identify an individual who is a child, parent/relative or work colleague, which could adversely affect any of the above or the pre-school must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment or mobile device. Employees must not add pre-school parents/carers as friends on social networking sites if the only connection with the parent/carer is through the pre-school.

Under no circumstances should social media posts contain or allude to negative or derogatory comments relating to the pre-school or employment with Adventure Childcare Ltd, as comments such as these can have a detrimental impact on our reputation, even if you are not directly linked to clients of the pre-school. This includes posting information following the end of employment. Similar thought should always be given to any images and pictures you upload, consideration should be given to the need to maintain a professional and responsible image as childcare professionals.



As social media is unmoderated and is open to abuse employees must not respond to any posts relating to the pre-school but should inform setting management to inform an official response if necessary.

All contact with employees about issues relating to children at the pre-school must come either directly during transition times or via the Family app.

Performance or attendance at work must not be affected as a result of alcohol or drugs. Disciplinary action would be taken over any drug related action/offence.