**The Berrypatch Nursery and Out of School club**

**Code of conduct for committee members**

It is our aim to provide a friendly and respectful working environment for all, where staff and families are able to feel valued and be assured that any problems which might arise will be dealt with in an appropriate and professional manner. The way a committee member conducts themselves has a big impact on the image of the playgroup and the well being of staff .

In order for the above to be achieved all committee members have a responsibility to conduct themselves in the following professional manner:

* To respect other committee members and staff as individuals and be aware of their needs
* To work as a team and support each other as much as possible
* To discuss any problems/issues with the manager to prevent them from escalating
* To take on board the managers views ( as a representative of the staff)
* Never to talk derogatorily about a member of staff/Committee member to anyone behind that person’s back
* To keep all conversations confidential . This means not sharing any playgroup, staffing issues with anyone other than other committee members.
* To value the views of all staff/committee members so that they feel that their contributions will be listened to
* To offer help if they see other staff members/committee members struggling and to ask for help if they need it themselves
* To work in such a manner which promotes teamwork and support to the whole team

Staff and committee members are also expected to follow all policies and procedures of the group to ensure consistency .All members also have the responsibility to:

* Report any concerns about a child with regard to safeguarding children to the Designated Safeguarding Lead -Rebecca ,Nicola or Reece.
* Report any concerns about another staff members or other committee members conduct with regard to safeguarding to the Designated Safeguarding Lead or report directly to the Designated Officer within the local authority
* Refrain from using adult language/actions within the group
* Follow the Social Media Policy including, but not restricted to, comments, shares and posts/photos of a racist, political or sexual nature
* To maintain professional boundaries with children and families

Committee members need to act, in public and on social media sites in an appropriate manner including – How they deal with their own children, not using swear words, no aggression/ argumentative behaviour with others, showing respect to playgroup and Finedon Infant school staff at all times

If as a committee member you are appointed the role of :

Chair person

Treasurer

Secretary

You will be named as such on our website and chariries commission website.

All committee members are collectively the employer of all staff. This means that each member is responsible for ensuring all employment , health and safety laws are met. The committee, collectively is also the ‘registered provider ‘ for the purpose of OFSTED and are ultimately responsible for ensure the Safeguarding and Welfare requirements of the Early Years Foundation Stage are met .This will involve:

Processing staff wages and passing onto our accountant

Ensuring the correct national insurance and tax codes are used for employees and that HMRC bills are paid on time

Ensuring that accounts are submitted on time to the charities commission

Ensuring that the details held by Ofsted and the charities commission are accurate and up to date

Ensuring staff contracts and terms of employment are up to date and accurate

Ensuring bills such as waste disposal, rent , Ofsted fees, Insurance are paid on time

Making decisions, by voting, of any issues that arise. The majority vote will pass. In the event of an equal amount of for and against votes the casting vote lies with the chairperson.