



Hambledon Youth Hut
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10.17 Committee Members Code of Conduct

The committee members of Hambledon Pre-School are jointly responsible for the control and management of the Pre-School. This document outlines the expectations of the committee members in carrying out their role.

Value and Principles

- To act in the best interests of the Pre-School and the children and families who access its services
- To commit to achieving the aims of the Pre-School and to act in accordance with the Pre-School's governing document, policies and procedures to fulfil its objectives.
- To act prudently and with care when managing the finances, resources and operations of the Pre-School.
- To commit to ensuring the Pre-School provide quality childcare provision based on equality of opportunity and valuing diversity for all children and families

Law

- To understand your legal responsibilities and to keep up-to-date with good practice; in order to ensure that the charity meets relevant statutory and legal requirements
- To contribute to ensuring that all policies and procedures comply with relevant legislation
- To ensure the childcare provision is operating with the requirements of the Early Years Foundation Stage Framework

Safeguarding

- To support the Pre-School's commitment to safeguarding children
- To follow the Pre-School's safeguarding children and child protection policies and procedures, to ensure that all children in the care of the setting are protected from harm.

Meetings

- To aim to attend all committee meetings; sending apologies in advance were possible.
- To play an active part in discussions and decision-making; exercising your own independent judgement but understanding that decisions are collective.
- To ensure that any matters raised individually are brought to the attention of the committee, where appropriate
- To work effectively as part of a team with the other committee members, avoiding disagreements; expressing your own ideas, perspectives and opinions and in return respecting fellow committee members view and experiences.

Conflict of Interest

- To avoid any potential conflicts between personal interests or loyalties and committee member responsibilities. Where identified, to bring these to the attention of the committee and withdraw from taking part in any discussions or decisions in relation to these matters.
- To not misuse the role of committee member to gain preferential benefits or treatment
- To not accept any gifts, hospitality, payments or financial benefit for being a committee member, except for reasonable expenses that have been approved by the committee.
- To ensure permission is provided by the committee's governing document or the Charity Commission before receiving any payment for another role within the Pre-School
- Where another role is carried out for the Pre-School, to agree to keep the two roles separate and to withdraw from taking part in any committee discussions or decisions in relation to the other role.

Confidentiality

- To respect the privacy of children, their families, employees and other committee members of the Pre-School.
- To abide by the setting's confidentiality and information sharing policies and to only share information appropriately and when required.

Spokesperson

- As a spokesperson for the Pre-School, to act professionally and only communicate information as agreed by the committee

Support

- To seek information, advice and guidance from relevant people or organisations as required.
- Where necessary, to undertake learning to ensure committee member duties are carried out effectively
- To actively support the employees of the setting
- To ensure that suitable inductions are arranged for all new committee members and employees.

Leaving the Committee

- To give notice in writing to the committee on wishing to resign. Where resignation would leave the Pre-School unable to reach the minimum number of committee members, to remain on the committee until a suitable replacement is found.
- (Where provision for removal of a committee member is included within the Pre-School's governing document: To understand that any committee member that brings the Pre-School into disrepute provides fellow committee members with the power to pass a resolution to remove them as a committee member and a member of the Pre-School)

The Pre-School's obligations to Committee Members

- To be kept informed of the finances and any business activities relating to the Pre-School and to be involved in the discussions and decision making on these matters.
- To be informed in advance and given an agenda for all meetings
- To have your views and opinions respected by fellow committee members

As a committee member of Hambledon Pre-School I agree to abide by the fundamental values listed within this code of conduct.

Name:

Position:

Signature:

Date: