



Little Squirrels Pre-School
Kilndown Village Hall
Church Road
Kilndown
Kent
TN17 2SF
1 September 2016

Trustee/Committee Member Code of Conduct:

Kilndown Pre-school Learning Group

This code of conduct policy document sets out the responsibilities and expectations for trustees/committee members in managing this charity, and what is expected in carrying out a trustees/committee members role

Understanding the Trustee/Committee Member role

- All trustees/committee members should act in the best interests of the charity.
- All trustees/committee members are jointly responsible for the management of the charity.
- All trustees/committee members should commit to achieving the aims of the charity and to act in accordance with the charity's governing document, policies and procedures to fulfil its objectives.
- All trustees/committee members should act with integrity when managing the finances and resources of the charity, ensuring that the charity provides quality childcare based on equality of opportunity and valuing diversity for all children and families.

Points of Law to consider

- Do you understand your legal responsibilities and to keep up-to-date with relevant statutory and legal requirements?
- Do you actively contribute to all policies and procedures so as to comply with relevant legislation?
- To ensure the setting meets the requirements of the Early Years Foundation Stage framework.



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Safeguarding and child protection

- Are you aware of the charity'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

- The need to attend all trustee/committee member meetings, playing an active part in discussions and decision-making.
- Ensuring that any matters raised individually are brought to the attention of all trustees/committee members, working effectively as part of a team with the other trustees/committee members.

Conflicts of interest

- To abide by the setting's conflict of interest policy, avoid/declare any potential conflicts between personal interests or loyalties and trustee responsibilities.
- Not to misuse the role of trustee to gain preferential benefits, treatment or accept any gifts, hospitality, payments or financial benefit for being a trustee.

Confidentiality

- Ensure that the privacy of children, their families, employees and other trustees/committee members of the charity are respected.
- To only share information appropriately and when required. To abide by the setting's confidentiality and information sharing policies.

Spokesperson

- If required act as a spokesperson for the charity, to act professionally and only communicate information as agreed by the trustees/committee members.

Support

- Seek advice and guidance from relevant organisations as necessary. If required complete learning to ensure trustee/committee members duties are carried out effectively.
- Support the employees of the setting. Arrange suitable inductions for all new trustees/committee members and employees.

Leaving the committee

- Give notice in writing to the management trustees/committee members when you wish to resign. Where resignation would leave the charity unable to reach the minimum
- number of trustees/committee members, to remain on the committee until a suitable replacement is recruited.

The charity's obligations to trustees/committee members

- To report on any business and financial activities, be kept informed of the finances and any business activities relating to the charity and to be involved in the discussions and decision-making on these matters.
- To be given advanced information of any agenda's for all meetings.
- To have your views and opinions respected by fellow trustees/committee members.

The undersigned Trustee/committee members agree to the guidance laid out in this document



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