



TRUSTEES CODE OF CONDUCT

As a CIO (Charitable Incorporated Organisation) Goudhurst Village Pre-school has a governing body comprised of a Chair of Trustees and two Trustees in order to be compliant with its governing document.

Following is a code of conduct read, adopted and signed by all aforementioned parties.

All Trustees are:

- jointly responsible for the management of the charity
- to undergo a DBS check and notify the rest of the Trustees if there is any change in their circumstances that affect its validity
- to act in the best interest of the charity, the children and families who access its services
- committed 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 as set out in its constitution
- to act with integrity when managing the finances and resources of the charity
- to ensure the charity provides exemplary childcare based on the equality of opportunity and valuing diversity for all children and families.
- to understand their legal responsibilities and keep up-to-date with relevant statutory and legal requirements
- to actively contribute to all policies and procedures in order to comply with relevant legislation
- to ensure the setting meets the requirements of the Early Years Foundation Stage Framework
- aware of the Safeguarding Children and Child Protection policies and procedures to ensure all children in the care of the setting are protected from harm
- aware of the need to attend all trustee meetings, playing an active part in discussions and decision making
- to ensure any matters raised individually are brought to the attention of all trustees, working effectively as part of a team with the other trustees
- 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
- to ensure the privacy of children, their families, employees and other trustees of the charity are respected
- to only share information appropriately and when required
- to abide by the setting's Confidentiality and information sharing policies
- if required act as a spokesperson for the charity, to act professionally and only communicate information as agreed by the trustees
- to seek advice and guidance from relevant organisations as necessary
- if required, to undertake additional learning to ensure their knowledge is up-to-date and complete in order for trustee duties to be carried out effectively
- to support the employees of the setting and arrange suitable inductions for all new trustees and employees
- to give notice in writing to the management trustees when they wish to resign
- to remain a trustee until a suitable replacement is recruited if their resignation leaves the charity unable to reach the minimum number of trustees

The charity's obligations to trustees are:

- to keep trustees 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 give advanced information of any agendas for all meetings
- to have their views and opinions respected by fellow trustees

This policy was read, understood and agreed upon at a meeting of the Trustees of Goudhurst Village Pre-school

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Name of signatory.....

Role of signatory.....

Name of signatory.....

Role of signatory.....