***Frittenden Pre-school***

***Trustee Code of Conduct Policy***

All trustees are jointly responsible for the management of the charity.

All trustees act in the best interests of the charity, the children and families who access its services.

All trustees 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 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 as a trustee**

* 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.

**Safeguarding and child protection**

All trustees are 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**

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

**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 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.

**Support**

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

**Leaving the committee**

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

**The charity’s obligations to trustees**

* 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.

I declare that I have read and agree to abide by the Trustee Code of Conduct Policy

Signed-

Date-