



CODE OF CONDUCT

THIS CODE OF CONDUCT APPLIES TO:

Management Committee members
Staff
Toy Librarians
Toyhouse Volunteers
Users of Toyhouse services

1. To operate within the stated Aims and Values of Toyhouse Libraries.
2. To abide by the Toyhouse Equal Opportunities Policy Statement.
3. To be trustworthy, reliable and responsible in areas such as time-keeping, items of property not belonging to you, and petty cash.
4. To have a caring and positive attitude towards children and adults.
5. To respect others views and beliefs on what they consider to be offensive language, behaviour or materials.
6. The misuse of alcohol or drugs will not be tolerated in relation to Toyhouse activities.
7. To treat information about children and families as confidential, and only give such information to relevant persons in authority when required by the welfare of the child.
8. Committee members, Staff, Toy Librarians and Volunteers holding posts in other organisations should be aware of their strong responsibility to declare their dual interests whenever they arise, particularly in relation to issues of confidentiality and/or conflict of interest.

**THE WELFARE OF CHILDREN IS THE PARAMOUNT CONSIDERATION IN ALL MATTERS
(CHILDREN ACT 1989. Section 1.)**