

Bow Lane Pre-school

The Safeguarding and Welfare Requirements: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment

2.3 Code of Behaviour for Staff and all Adults

Policy statement

All staff are expected to treat everyone respectfully at all times. The safety and welfare of the children in Bow Lane Pre-school setting are paramount; in order to keep children safe we adhere to the following principles of behaviour.

EYFS key themes and commitments

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|------------------|------------------------|-----------------------|--------------------------|
| 1.3 Keeping safe | 2.4 Key person | 3.4 The wider context | |

Procedures

We ensure **all** staff and adults:-

- Treat all children with respect
- Always provide a positive role model of the good conduct we wish others to follow
- Ensure, wherever possible, there is always more than one adult present during activities with children
- Encourage all children's rights to personal privacy when using the bathroom facilities
- Listen to children and involve them in decision making as appropriate
- Ensure volunteers and students are supported to meet the principles of the code of conduct at all times
- Recognise that special caution is required when you are discussing sensitive issues with children
- Challenge unacceptable behaviour and report all concerns/suspicions/allegations in line with procedures

Any instances of the following are not tolerated and will be managed within the framework of the disciplinary procedure of Bow Lane Pre-school as appropriate:-

- Staff are expected to be, signed in, personal belongings put away and ready to work at least 5 minutes before their appointed time. No staff should be walking in with the parents and this will be a disciplinary action.
- .Smoking, swearing, alcohol and/or drug abuse on the premises
- Arguments or disagreements between staff/adults in the presence of children or their parents/carers
- Walking off the premises during your paid contractual time without the express permission of the manager/deputy or owner.
- Bullying, harassment or victimisation, including offensive behaviour such as sexist or racist language
- Inappropriate physical or verbal conduct with a child or children
- Show favouritism towards any individual
- Jump to conclusions about others without checking facts
- Take a chance when policy, procedures, good practice or common sense suggests another more prudent approach

This policy was adopted at a meeting of

Bow Lane Pre-school

Held on

5th September 2018 (date)

Date to be reviewed

5th September 2019 (date)

Signed on behalf of Bow Lane
Pre-school

Name of signatory

Gaye Hooker

Role of signatory

Owner