

Staff Behaviour Policy



EYFS Statutory Requirements – Ofsted Inspecting Safeguarding

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Policy Statement

This behaviour code outlines the conduct expected of staff and volunteers at Warwick Community Playschool, and staff from other organisations who engage with the children through Warwick Community Playschool and its activities. This includes agency staff, students, interns, self employed persons subcontracted to undertake specific duties.

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Our Designated Person who co-ordinates child protection issues is:

Joanna Ludlam supported by **Rachel Giles**

Our Designated Officer (a committee member) who oversees this work is:

Nikki Thomson

The designated person and officer ensure they have links with statutory and voluntary organisations with regard to safeguarding.

Procedures

All members of staff and volunteers are expected to report any breaches of this code to the Designated Leads (named above) under the whistle-blowing procedure or, if necessary, under the child protection/safeguarding procedures.

Staff and volunteers who breach this code of behaviour may be subject to Warwick Community Playschool's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Warwick Community Playschool and a report being made to the line manager responsible for that person from an external agency.

Serious breaches may also result in a referral being made to a statutory agency such as the police or Northamptonshire County Council's Designated Officer for Safeguarding (Andy Smith [01604 367862](tel:01604367862) DOReferral@northamptonshire.gov.uk).

The role of staff and volunteers

When working with children and young people for Warwick Community Playschool, all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- ☀ Operate within Warwick Community Playschool's principles, values and guidance and any specific procedures.
- ☀ Operate within and as a part of the team.
- ☀ Follow Warwick Community Playschool's Child Protection policy and procedures at all times.
- ☀ Listen to and respect children at all times.
- ☀ Avoid favouritism.
- ☀ Treat children and young people fairly and without prejudice or discrimination.
- ☀ Value and take children's contributions seriously, actively involving children and young people in planning activities whenever possible.
- ☀ Ensure contact with children and young people is appropriate and relevant to the work of the playschool.
- ☀ Ensure language is appropriate and not offensive or discriminatory.
- ☀ Follow the online safety policy and report any breaches.
- ☀ Ensure equipment is used safely and for its intended purpose.
- ☀ Provide examples of good conduct you wish children and young people to follow.
- ☀ Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- ☀ Ensure that whenever possible, there is more than one adult present during activities with children or young people or if this isn't possible, that you are in sight or hearing of other adults.
- ☀ Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff know where you and that child are.
- ☀ Respect a young person's right to personal privacy.
- ☀ Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviours they do not like.
- ☀ Recognise that special caution is required when you are discussing sensitive issues with or about children or young people.
- ☀ Respect the staff team around you.

You must not:

- ☀ Patronise or treat children, young people and adults as if they are silly.
- ☀ Allow allegations to go unreported.
- ☀ Develop inappropriate relationships such as contact with children and young people that is not part of the work of Warwick Community Playschool or agreed with the manager.

- ☀ Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using our service represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstance. Any conduct will be reported to the designated officer and the police.
- ☀ Let children and young people have your personal contact details.
- ☀ Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- ☀ Act in a way that can be perceived as threatening or intrusive.
- ☀ Make inappropriate promises to children and young people, particularly in relation to confidentiality.
- ☀ Jump to conclusions about others without checking facts.
- ☀ Either exaggerate or trivialise child abuse issues.
- ☀ Rely on your reputation or that of the organisation to protect you.
- ☀ Take unnecessary risks when common sense, policy or practice suggests a more prudent approach.
- ☀ Adopt an attitude of complacency with regard to your own conduct.

Taken from the NSPCC.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in December.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.