

## Acorn Pre-school and the Mighty Oaks Clubs, Shefford Promoting Safe Practice - Code of Conduct

---

We will provide a copy of the Code of Conduct to each staff member, student or volunteer (including committee members), in order to inform them of our daily practices.

**This procedure is relevant to the following EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	X

- We do not smoke on or around Acorns premises.
- We do not use non-prescribed drugs, other than over the counter medication such as paracetamol or ibuprofen, or be under the influence of alcohol.
- We never behave in a way that frightens or demeans any child or young person.
- We do not use racist, sexist, homophobic or other discriminatory or offensive language.
- We do not accept gifts other than small tokens for appropriate events which you should mention to the manager.
- We never use or threaten any kind of physical punishment or chastisement such as smacking, hitting or rough handling of children.
- We avoid being alone with a child whenever possible. In situations where this may be needed, we think about ways of making this less secret. For example by telling another member of staff what you are doing and where you are going, leaving a door ajar, being in earshot of others.
- Staff should be aware of the potential for misunderstanding when touching children. Touching should be appropriate to the situation. Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour. Staff should, however, try to minimise any possible misunderstanding of their actions.
- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care for themselves and if they cannot manage ask if they would like help. Do not kiss children.
- If a child needs to be physically removed from a situation or restrained for his/her own safety or the safety of other children, there must always be two adults present. All actions must be clearly verbalised to the child and the witness and should be fully recorded in the incident book. Parents or carers of any children involved in the restraint incident must be informed of the action taken at the end of the session.
- We do talk to children and young people about their right to be kept safe from harm.
- We do listen to children and young people and take any opportunities to boost their self-esteem.
- We work as a team with our co-workers. Agree with them what behaviour you expect from children and young people and be consistent in enforcing it.

- Make sure you have read our Safeguarding Policy.
- Make sure you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns. Seek advice and support from your colleagues and your Designated Safeguarding Officer.
- Be clear with anyone disclosing information that could concern the safety and well being of a child that you cannot guarantee to keep this information to yourself.
- Never let allegations, made by anyone, go unacknowledged, unresolved or not acted upon. Discuss with your Designated Safeguarding Officer.
- Do seek opportunities for training.
- Staff are not encouraged to become involved with families outside of working hours e.g. babysitting.
- Staff are asked to leave their mobile phones in either the office or their bags in the resources/staff room and they are not allowed to take them into the main room. Staff must not text or make personal calls during session times without seeking permission.
- Visitors will also be asked to leave their mobile phones in the office and not take them into the play room.
- Staff are aware and vigilant to the use of modern technology including spy pens and watches that may include cameras and recording facilities in Acorn, by visitors, parents or staff members.
- Staff are encouraged wear the acorn t-shirt and/or hoodie during sessions.
- Staff are strongly advised to wear closed in shoes and not wear open toed shoes.
- Staff must read and understand all Acorn and Mighty Oaks Policies and procedures.

#### **Breaches of our Code of Conduct**

- Any breach of this code of conduct will be dealt with promptly and may result in disciplinary action being taken as set out in our Discipline and Dismissal Policy.

Please refer to our Confidentiality form, Online Safety Policy, Discipline and Dismissal Policy and the Staff Handbook.

#### **Legal frame work**

- Data Protection Act 1998
- Human Rights Act 1998
- Health and Safety Regulations 1981

**This policy gained staff consent on 17<sup>th</sup> December 2015**

**This policy was the subject of parent consultation between \_\_\_\_\_ And \_\_\_\_\_**

**This policy was adopted at a minuted full meeting of the Committee held on \_\_\_\_\_**

**Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs**

**Signature**

**Position**

**Date**

Code of Conduct December 2015