**0.P1 Staff and volunteers behaviour**

**Policy statement**

At Pippins Preschool, safety of children is paramount. Staff, volunteers and students working at Pippins Preschool are required to abide by this policy at all times. This policy will be displayed on the noticeboard.

* Never use any kind of physical punishment or chastisement such as smacking or hitting.
* Do not use un-prescribed drugs or be under the influence of alcohol.
* Never behave in a way that frightens or demeans any child.
* Do not use racist, sexist, homophobic or other discriminatory or offensive language.
* Do not give children presents or personal items. Presents may be given by the preschool but this must be done in a group environment.
* Do not accept gifts from a child, unless it is clear to other adults in the setting that it has been given via their parent/carer. This does not include handmade creations made during the preschool session, however, the child’s parent/carer should be informed.
* You should not invite a child or young person to your home or arrange to see them outside the setting unless they are playing with your own child or you are personal friends with the parents/carers.
* You should not engage in any sexual activity (this would include using sexualised language) with a child or young person.
* Do not engage in rough or sexually provocative games.
* Workers 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. Workers should, however, endeavour 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.
* Do not give children lifts in your car except in an emergency.
* Do talk to children and young people about their right to be kept safe from harm.
* Do listen to children and young people and take opportunities to raise their self esteem.
* Work as a team with your co-workers. Agree with them what behaviour you expect from the children and be consistent in enforcing it.
* Ensure you have read every policy and signed the acknowledgement.
* 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 child protection 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.
* Seek opportunities for training.
* No images, video or information about the pre-school, its staff, management, trustees, children or parents should be published on Facebook or any other social media sites or similar, other than the official Pippins Preschool page which is managed by the Preschool Manager
* Staff are not to become involved with families outside of working hours: pre-existing personal friendships between staff and parents must be disclosed to the committee.
* Unless they are playing with your own child or you are personal friends with the parents/carers, staff must not take care or responsibility of any child outside of preschool hours in either a paid or voluntary manner.
* Staff should come to preschool in appropriate clothing, accessories should be minimal and be worn safely.
* Images taken at preschool must be with the preschool iPads only. They must be appropriately taken of individual or groups of children in open areas. All images taken must be checked by a second member of staff.
* **Personal mobile phones or smart watches must not be used during session hours. They may be used whilst on a break in the kitchen or office but please refer to guidelines on display in kitchen.** No children permitted in the kitchen during staff break times.
* **Avoid being alone with a child whenever possible.** In situations where this may be needed think about ways of making this less secret; tell another worker what you are doing and where you are going, leave a door ajar, be in earshot of others, or call another adult to be with you e.g., if doing one-to-one work in the green room, or going outside.
* Pippins Preschool is a no-smoking site

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| This policy was adopted by | Pippins Preschool | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |