



## 2.6 St. Cuthbert's Pre-School Play Group Code of Conduct

### Policy Statement

All staff, committee, volunteers and students who use our Pre-School are expected to conduct themselves in a professional manner conducive to caring for children and working within the team.

St. Cuthbert's Pre-School Play Group strives to maintain a work environment for its staff and a learning environment for its children in which honesty, integrity and respect for others is constantly reflected in personal behaviour and standards of conduct.

It is expected that all staff at St. Cuthbert's should provide an example of good conduct that you wish others to follow

- To arrive at work promptly and be ready to start work at their contracted starting times.
- Staff should personally inform the Pre-School Manager or Assistant Manager as soon as possible of any reason for absence so that cover can be found before the Pre-School session starts.
- Be flexible, reliable and punctual.
- Be honest and trustworthy in word and deed.
- Be hard working and willing to do as directed, working as part of the team and supportive towards other colleagues.
- Be motivated and happy to do your job.
- Supervise the children at all times being aware of the children's safety and needs.
- Ensure there are plenty of stimulating educational and fun activities providing an Outstanding environment for the children on a daily basis.
- Respond to the individual needs and demands of the children and their families to the best of your ability.
- Reflect on your own work: identifying your strengths and weaknesses, building upon your strengths and improve upon your weaknesses. Be prepared and willing to 'Go the extra mile'



- Support fellow staff members – ensure no one person is doing all the work and help other staff members if they require it.
- Provide constructive feedback and ideas to help improve St. Cuthbert's.
- Be friendly and a positive role model to everyone, children, parents and other staff. Remember each individual is unique.
- We expect all our staff to provide high levels of care and if necessary advice to parents, demonstrating a good role model in respect of professional behaviour.
- Communicate effectively and professionally, avoiding inappropriate language, remarks and gestures.
- Maintain high standards in safety and hygiene by keeping St. Cuthbert's safe and clean.
- Keep confidentiality at all times (any issues – including personal – children – their parents – staff – students should not be discussed outside of the setting)
- Encourage children to follow St. Cuthbert's Golden rules and promote good manners.
- Ensure that your behaviour at work and outside does not reflect negativity on the Pre-School in a way that brings its reputation into disrepute or cause loss of public confidence. This includes the use of social networking sites.
- Staff, volunteers and students must inform the Pre-School manager of any medical conditions or medication that may affect their daily work.
- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.

**All staff, committee, volunteers and students are requested to read and follow all St. Cuthbert's policies and procedures and implement them at all times.**

**All staff, committee members, volunteers and students must follow our code of conduct. Failure to comply with the associated St. Cuthbert's Pre-School policies may result in disciplinary action being taken.**

### **CODE OF CONDUCT FOR PHYSICAL CONTACT WITH CHILDREN**

St. Cuthbert's Pre-School Play Group cares for children from the age of 2 to 4 ½ years. During their time with us there will be occasions when the staff will need to have close



physical contact with the children in their care. We feel this contact is vital for young children, in order to help them develop into well balanced, secure, happy individuals, ready to meet new challenges of school and beyond. However, we are very aware of the need for clear boundaries for physical contact in order to protect everyone involved.

**Instances that would involve physical contact include the following:**

REASON FOR CONTACT	ACCEPTABLE CONTACT	UNACCEPTABLE CONTACT
Consoling & reassuring a child who was upset, possibly due to an accident or disagreement, a child struggling to separate from a parent or carer.	Cuddling child, sitting on your knee. Occasionally, when separating a child from a parent/carer it is necessary to physically remove/transfer the child to a member of staff with the adult's consent. Sitting child on adult's knee. Occasionally there is no alternative but to pick a child up – for Health and safety reasons this is a 'last resort'.	Kissing better.
Toileting children who still require adult support.	Lifting, supporting children on the toilet, helping them to point their 'willy' down the toilet. Wiping bottoms, older children will be encouraged to do this for themselves. Toilet doors cannot be closed completely but will be pushed to so modesty will be preserved.	NEVER touching child's private parts, rather the adult may direct the child's hand to help themselves.
Changing the clothing of a child who may have soiled themselves.	Quickly undressing and redressing child, this may involve removing underwear and replacing with clean clothes. Cleaning soiled body parts with wet wipes. Colleagues will always be made aware that staff member and child has left the room to deal with the situation. Main toilet door will be left open at all times.	Intimate or sustained contact with the body.
Restraining a child for their own protection or for the protection of others (behaviour management)	Holding a child across their bodies from behind, using gentle to firm pressure as necessary, until the child has calmed down sufficiently. There will always be more than one adult present.	Unacceptable force, e.g. causing reddening of the skin.
Helping with dressing-up clothes, adjusting clothes (e.g tucking shirts, vests etc into skirts/trousers)	General contact with the body.	Intimate or sustained contact with body.
Holding hands, such as for reassurance, in circle games & role play or for the safety reasons i.e walking to school or on outings.	Gently hold hands.	Unacceptable force.
Sitting children on knee during Pre-School routine	Putting arm or arms around the child.	Unreasonable force, intimate contact.



Physical Play	Catching a child as part of an agreed game, holding child around upper body, e.g. assisting them on bikes, helping them to jump, bounce, hop etc. Although such games and activities may be initiated by the child, there may be occasions when they may be adult led. It is vital any contact must be on the child's terms and with their willing participation. The adult must always be sensitive to the child's feelings and body language as they may not always communicate verbally.	Unreasonable force, intimate contact
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**We use the term 'willy' in toileting as we assume this to be the most commonly used name amongst families.**

This policy was adopted by	St. Cuthbert's Pre-School Play Group
On	<i>31<sup>st</sup> May 2018</i>
Date to be reviewed	<i>31<sup>st</sup> May 2020</i>
Signed on behalf of the provider	
Name of signatory	Mrs Rachel Sidwell - Mrs Selina Edwards
Role of signatory (e.g. chair, director or owner)	Manager - Chair