

## Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

### 2.5 Code of Conduct



#### Policy statement

We provide a copy of the Code of Conduct to each staff member/student/volunteer during their induction in order to fully brief them of our daily practice.

#### Procedures

- Staff/volunteers must never use any kind of physical punishment, such as smacking, hitting or rough handling of children.
- Staff/volunteers must never smoke on the settings premises.
- Staff/volunteers must not use unprescribed drugs other than paracetamol and ibuprofen or be under the influence of alcohol.
- Staff/volunteers must never behave in a way that frightens or demeans any child/young person or each other.
- Staff/volunteers must never use racist, sexist, homophobic or other discriminatory or offensive language.
- Staff/volunteers must try to avoid being alone with a child whenever possible. In situations where this may be needed 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 open door policy, being in earshot of others.
- Staff/volunteers 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/volunteers 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.
- Staff/volunteers are to talk to children and young people about their right to be kept safe from harm.
- Staff/volunteers are to listen to children and young people and take opportunities to raise their self esteem.
- Staff/volunteers are to work as a team, agreeing what behaviour to expect from children and young people and be consistent in enforcing it.
- Staff/volunteers must read the Safeguarding Children Policy.
- Staff/volunteers must feel confident that they know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns.

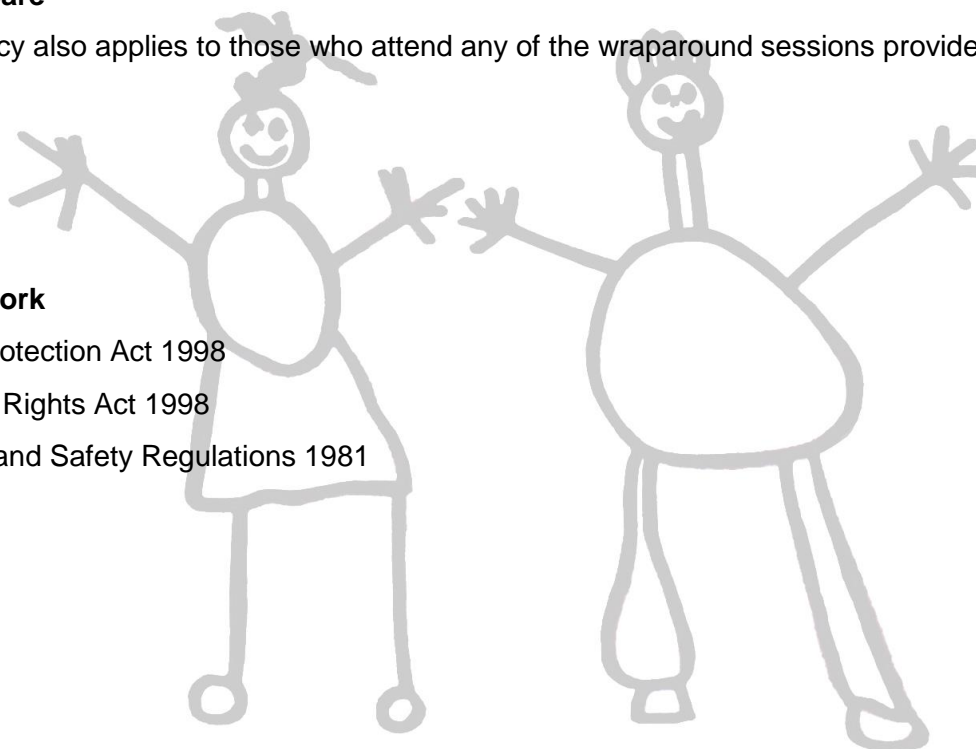
- Staff/volunteers must seek advice and support from your colleagues and your nominated Safeguarding Children Advisor.
- Staff/volunteers must be clear with anyone disclosing information that could concern the safety and well being of a child that you cannot guarantee to keep this information to yourself.
- Staff/volunteers must never let allegations, made by anyone, go unacknowledged, unresolved or not acted upon. Discuss with your nominated Safeguarding Advisor.
- Staff/volunteers are to seek opportunities for training.
- Staff/volunteers must wear Pippin T-Shirt or black top/black trousers/black shoes and Pippin tabard during sessions.
- Staff/volunteers are to wear closed in shoes and must not wear flip flops.
- Staff/volunteers must not text or make personal telephone calls without seeking permission from their supervisor during session times.
- Staff/volunteers are not permitted to accept personal telephone calls during working hours, except in an emergency.
- Staff/volunteers must read and understand all Pippin policies and procedures.
- Staff/volunteers must not carry children when walking around the setting, both indoors and outdoors.

### **Wraparound care**

The above policy also applies to those who attend any of the wraparound sessions provided by Pippin Pre-School.

### **Legal frame work**

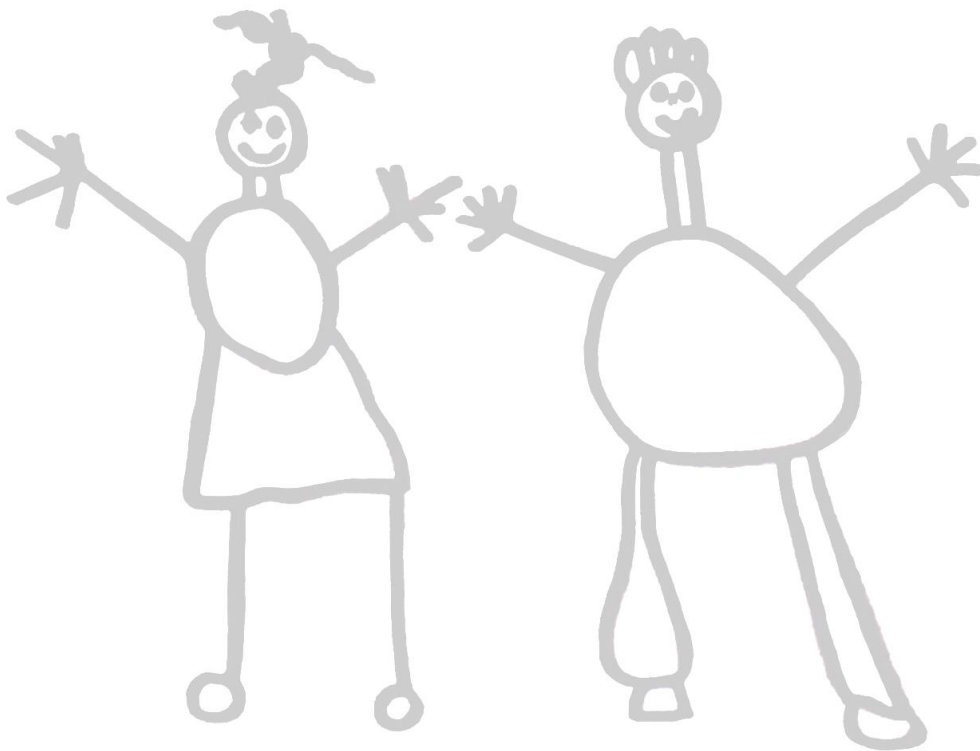
- Data Protection Act 1998
- Human Rights Act 1998
- Health and Safety Regulations 1981



# Pre-School

Registered Charity No. 1028855

Pippin



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