

Promoting Safe Practice – Code of Conduct for Workers

At Heath Barn Preschool, the care and safeguarding of the children is paramount. This policy sets out guidance for staff and should be read in conjunction with other policies relating to the welfare of the children.

1. Never use any kind of physical punishment or chastisement such as smacking or hitting.
2. Do not smoke in front of any child or young person
3. Do not use unprescribed drugs or be under the influence of alcohol.
4. Never behave in a way that frightens or demeans any child or young person.
5. Do not use racist, sexist, homophobic or other discriminatory or offensive language.
6. Generally you should not give children presents or personal items. The exception to this would be a custom such as buying children a small leaving present. This type of gift should come from the organisation and be agreed with the parent committee. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations which you should mention to the preschool manager.
7. You should not invite a child or young person to your home or arrange to see them outside the set activity times.
8. You should not engage in any sexual activity (this would include using sexualised language) with a child or young person.
9. 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 worker what you are doing and where you are going, leaving a door ajar, being in earshot of others.
10. 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.
11. Physical contact is acceptable but 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.

12. Do talk to children and young people about their right to be kept safe from harm.
13. Do listen to children and young people and take opportunities to raise their self esteem.
14. Work as a team with your co-workers. Agree with them what behaviour you expect from children and young people and be consistent in enforcing it.
15. Make sure you have read the Safeguarding Children Policy.
16. 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.
17. Seek advice and support from the designated Safeguarding member of staff.
18. 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.
19. Never let allegations, made by anyone, go unacknowledged, unresolved or not acted upon. Discuss with the designated Safeguarding member of staff.
20. Seek opportunities for training
21. Staff are not encouraged to become involved with families outside of working hours e.g. babysitting.