



Sutton Outdoor Preschool

Code of Practice and Conduct Policy for staff, parents, carers, volunteers, visitors and students

Reviewed October 2020

Reviewed by Elizabeth Leddy - Preschool Manager

“Children usually feel more confident and positive about themselves and their learning when parents/carers and practitioners work together in an atmosphere of mutual respect”

Early Years Foundation Stage (EYFS) – Effective Practice: Parents as Partners

It is the policy of Sutton Outdoor Preschool to provide a safe and secure environment at all times, which is inclusive to all the children and families that access our service. We firmly believe that by working together, parent/carers and educators can have long lasting and very beneficial effects on each child's individual learning and emotional wellbeing. The individual needs of each child will be assessed and catered for in partnership with parents/carers. Through partnerships we recognise that all children need to feel valued, so that each child may thrive and develop.

This policy is to be used as a guide for all parents, carers, volunteers, staff, extended family, visitors and professionals who access the preschool. We have a legal responsibility to provide a comfortable, safe and happy environment for all children and staff, in which the rights and protection of the child are considered at all times.

Sutton Outdoor Preschool places great value on:

- Providing an inclusive environment which is open and welcoming where everyone's contribution is not only valued and respected but positively encouraged. We achieve this through:
 - feedback – in person, through email, via the telephone or our website
 - discussion with parents, children and preschool staff
 - observation
 - an open-door policy
 - regular reflection and evaluation on the services offered at the preschool.
- Promoting positive attitudes to diversity and difference within all children and adults, helping them to learn and to value different aspects of their own and other people's lives.
- The physical and emotional wellbeing of children, meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with parents/carers, strive to deliver personalised learning, development and care to help all our children have the best possible start in life and building the foundations for future learning.
- Encouraging parents and carers to support and participate in the day to day activities which we provide for the children.
- Sharing information between preschool and home, all parents/carers are entitled to help determine the care their child receives as well as receiving full information about the activities and care their child receives. This is an ongoing process, initially established during the admissions process and later developed through two-way communication using the on-line Learning Journals.
- Making time for discussions with parents/carers.
- Ensuring that the quality of teaching is outstanding, and that the staff have a secure knowledge and understanding of outcomes for all the seven areas of the Early Years Foundation Stage Curriculum Framework. Opportunities for all children to make progress are offered in the stimulating environment, which identifies and supports next steps of learning and development for each individual child.
- Actively encouraging and enabling all children to fulfil their potential. Each child's physical, emotional and social skills will be monitored, and regularly discussed with parents/carers on occasions such as parents evening, and one to one informal/formal meetings.
- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued and families will feel that their views and opinions are important.

Sutton Outdoor Preschool is committed to safeguarding and protecting children and endeavours to take every step to ensure the avoidance of situations in which the abuse of children may occur by implementing the following -

- All staff are expected to give the highest possible standard of service to children and their families as well as visitors and to each other. Staff should conduct themselves with integrity, impartiality and honesty. Robust policies and procedures are in place for monitoring and challenging staff behaviour.
- In line with the *Mobile Phone, Camera and Other Recording Devices Policy*, no personal devices are used during preschool sessions. Only preschool devices are used to record evidence of the child's learning and progress.
- We have a robust safer recruitment policy which supports the recruitment and retention of staff. Our safer recruitment policy is displayed on our website which acts as a deterrent to those applying for positions.
- We have an e-Safety policy which lays out clear guidance and prevents staff from misusing preschool electronic devices. It also identifies how we support the children's use of the internet for learning whilst keeping them safe.
- We have a data Protection Policy in place at preschool which outlines the correct procedures for storing and sharing information.
- During admission parents are made aware of safeguarding procedures at the preschool and the duty of care staff have if they should have concerns regarding a child's welfare.
- Any indication that a child may be suffering from abuse will immediately trigger Sutton Outdoor Preschool's child protection procedures, headed by **Elizabeth Leddy, Designated Safeguarding Lead** and preschool manager.
- CASS (Children's Advice and Support Service) team will be informed of any concerns Preschool Staff may have, regarding a child's safety or welfare, the Local Authority Designated Officer and Ofsted will also be notified if a safeguarding issue relates to any adult working within or for Sutton Outdoor Preschool, either as a paid employee or other adult.

Safer Recruitment

In recruiting staff Sutton Outdoor Preschool will follow a systematic selection process designed to assess the applications suitability for the post and to work with children.

- Checks using a regulated online checking system will be made to ensure that all information provided by any potential member of staff will be checked for any offences they may have committed against children, using the enhanced disclosures barring scheme (DBS) and the update service of which staff have become members to.
- All staff appointments will be subjected to a 6 month probationary period during which time they will be closely supervised.
- All staff will have clear, detailed job roles and responsibilities.
- Staff will be supervised and monitored as a means of ensuring that children receive adequate and appropriate protection.
- Induction programmes for all new staff will include information around safeguarding. Training will be provided for all staff with regards to safeguarding issues.
- All safeguarding policies and procedures will be regularly reviewed and staff informed of changes as they occur.
- Regular staff meetings are held where training, policy reviews and curriculum planning takes place.

To ensure the smooth running of the setting, due regard is given to the following:

- **Health and Safety:** Our policies and procedures are displayed on our website, parents are made aware of this on Registration and can request an emailed copy of any policy at any time. New staff read policies as part of their induction and existing staff are given updates as and when policies and procedures are reviewed. Safety is of paramount concern, whatever the activity.
 1. Adult to child ratios will be monitored and adhered to at all times; we maintain a ratio of 1 adult to every 4 children which is in line with requirements for children aged two years old and above that required for children aged 3 or over.
 2. All play equipment is checked before use and on a regular basis. Natural play resources, such as sticks, branches etc. are risk assessed before play commences.
 3. A Daily Risk Assessment and Safety Sweep takes place before the children arrive. Hazards such as loose branches, dangerous litter and animal faeces are addressed before the children arrive on site as appropriate.
 4. Tented toilet facilities are provided and maintained in accordance with health and safety standards
 5. A good standard of hygiene is maintained at all times throughout the preschool, during activities and at meal times.
 6. Serious accidents are recorded in the Incident Book in accordance with the preschool's accident policy. Parents are informed as soon as possible and the cause of the accident dealt with to avoid repetition. Parents sign documentation of accidents/incidents to acknowledge that it has been brought to their attention.
- **Communication:** This is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards others using acceptable verbal and non-verbal language. At no time will aggressive or offensive language be accepted from anyone whatever the circumstances may be.
- **Complaints**

Any person on behalf of a child attending Sutton Outdoor Preschool, with a complaint regarding any aspect of the services provided may access and comply with the complaints procedure available to all parents and carers. This can be found on the preschool's website and is also available on request.
- **Discipline**

Children's behaviour is dealt with in line with our positive Behaviour policy and issues are discussed privately. At no time is a staff member permitted to raise their voice to a child while challenging inappropriate behaviour. Children's behaviour will be positively managed. No physical chastisement will be tolerated. No child will be humiliated, embarrassed or frightened. Anti-social behaviour will be managed to ensure children's wellbeing.
- **Respect**
 - We have an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people and communities. Our equal opportunities policy reflects the values of the preschool and our expectations of staff, children, parents/carers and visitors. No member of staff will discriminate against any child, parent, outside professional, guardian or carer on grounds of race, culture, religion, gender, disability, life style or sexuality. Our Equal Opportunities and Diversity Policy reflects the values of the preschool and our expectations of staff, children, parents/carers and visitors, policies assist staff understanding, through raising awareness.
 - Staff will remain aware of, and sensitive to, differences of culture, equipment and activities which positively reflect today's multicultural society.
 - Regular staff meetings help to review preschool practice and plan for future events as well as keep staff updated with training and new initiatives.

- **Confidentiality**

This is paramount and everyone is expected to comply with our confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults. It is important to understand however any information raising concerns about a child's safety must be shared with the appropriate /designated persons.

For this policy to be effective everyone concerned must take ownership and assume responsibility of it. To ensure this happens:

The management will endeavour to:

- Abide by the standards of conduct set out in this policy
- Make this policy available to all parents, carers and visitors to the setting
- Ensure all staff have copies
- Give support and guidance to staff to ensure this policy is effectively implemented in practice
- Review this policy at least annually or more if requires with the involvement and inclusion of staff

The staff, volunteers and students will endeavour to:

- Abide by the standards set out in this policy
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service
- Work with colleagues, management and families to provide an environment that encourages positive communication and feedback
- Act as positive role models at all times

Parents /carers and visitors will endeavour to:

- Abide by the standards of conduct as set out in this policy

Breach of this code of conduct

Any breach of the code of conduct will be treated promptly and taken seriously. The management will endeavour to determine the appropriate course of action may include but is not limited to any of the following procedures:

- Disciplinary action
- Actions for improvement to practice
- Permanent withdrawal of a student placement
- Visitors being asked to leave the premises and a formal complaint being made
- The suspension and possible permanent withdrawal of a child's place.

This action will only take place if other avenues have been explored and management feel this is the only possible course of action left open to them.

If staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, then the police will be contacted and their assistance requested to help deal with the situation.

Policy last reviewed on	Signed on behalf of the preschool	Date of next review
<i>October 2020</i>	<i>E.Leddy (Elizabeth Leddy)</i>	<i>October 2021</i>