

Rainbow Early Years

Promoting Safe Practice

Statement of intent

It is our intention to ensure that all members of staff at Rainbow Early Years (REY) are aware of and follow safe practices whilst at work.

Aim

We aim to inform adults involved with REY of the statutory, national and local obligations which govern conduct as an employee/ volunteer. This policy will also help all adults on issues of Conduct by providing a framework of guidelines.

Methods

In order to achieve this aim, we operate the following safe practice policy.

General for all workers paid and unpaid

- Never use, or threaten to use, any kind of physical punishment or chastisement such as smacking or hitting or shouting at children.
- You must not be under the influence of unprescribed drugs or alcohol when working at REY or smoke in front of children. REY has a No Smoking policy.
- Do not use any racist, sexist, homophobic, other discriminatory language or offensive language.
- Buying presents/gifts for a child who attends REY will not occur, all children will be treated the same. The exception to this is the purchase and giving of a small gift for a birthday/Christmas/Leavers present and is given to all of the children in the whole group.

- Conversely you should not accept gifts yourself other than small tokens for appropriate celebrations e.g. thank you gifts and these should be mentioned to the Manager.
- You should not invite a child to your home or arrange to see them outside REY.
- Avoid giving a child a lift in your car except in emergencies with authority from the manager.
- You must not engage in any sexual activity, including sexualized language, with any child/young person you meet through your duties with REY or start a personal relationship. This would be an abuse of trust.
- Only permanent staff who have enhanced DBS clearance can assist any child with their toileting needs, including changing nappies. The child has the right to choose which member of staff assists them.
- All adults should be aware of the potential for misunderstanding when touching a child. Touching should be appropriate to the situation and follow our Child Protection Policy. Consoling a child who is upset, administering First Aid or supporting a child with an activity is acceptable and necessary behaviour.
- Physical contact should be open and initiated by the child's needs, e.g. a hug when upset, help with toileting, etc. Always prompt the child to carry out personal care by themselves and if they can not manage ask if they would like help.
- Do listen to the children and take every opportunity to raise their self esteem.
- Work as a team, agreeing on what behaviour is acceptable and the strategies to be used if a child demonstrates inappropriate behaviour (see Behaviour Management Policy). Ensure that everyone is consistent in their approach.
- When speaking to a child about their behaviour, ensure that you challenge what they did and not who they are.
- Ensure that you have read and understood our Child Protection Policy; if you have any questions/queries about this speak to the Manager as soon as practically possible.
- If necessary do seek advice and support from your colleagues.
- Be clear with anyone who is disclosing any matter concerning the safety of a child that you can not guarantee to keep this information to yourself and may need to share it with the Manager.
- Do seek and attend any training such as is available through Local Safeguarding Children Board/ online training as advised by the Manager.

- Never let an allegation, made by anyone, go unacknowledged, unresolved or not acted upon. Talk to the Manager of REY.
- Personal use of mobile phones during REY's opening hours is forbidden and should be restricted to emergencies only; this includes the sending and receiving of text messages and can only be used in the office or meeting room.
- Be cautious using such internet sites such as Facebook and other social media platforms. Please restrict the amount of personal information you disclose about yourself and REY.
- DO NOT make available any information that could be traced back to a child who attends/has attended in the past.

For paid employees

- Your own off duty hours are your own concern. It is important to remember not to put yourself in a position where your duty to the group and your private interests conflict.
- You are expected to abide by all the Policies written for REY and they are available to read/consult at all times. Ignorance of a policy is not an excuse.
- Do not let your own personal or political opinions interfere with the smooth running of REY.
- Confidential information disclosed to REY must not be disclosed to any person not authorised to receive it.
- If you have another job it must not conflict with REY's interests or bring REY into disrepute. Your work commitments to another employer must not interfere with your role at REY.
- Whilst on duty you should be working, REY's property and facilities may only be used for official purpose unless permission for their private use has been granted from the Manager.
- By signing a contract and agreeing to the terms and conditions you automatically assume a 'Duty of Care' for the children at REY. This is at a higher level than students or volunteers working alongside paid staff.
- You are responsible for ensuring that the organised ratio is maintained through out opening hours. Do not arrange phone calls, visits, etc. that will take you out of the play room unless there are enough adults to maintain a ratio of 1:8 three-four year olds and 1:4 two year olds.
- You must be able to account for any money or property which you are given responsibility for in the course of your work.

- You are responsible for ensuring accurate timekeeping and wearing suitable clothing whilst on duty, false nails, excessive jewellery and/or body piercings, are not considered appropriate at REY.
- Misconduct and/or criminal offences committed during or outside working hours which bring you or REY into disrepute will be the subject of disciplinary action which may result in dismissal.
- Members of staff should never give out their own personal mobile or home phone numbers to Parents.
- You will be asked to read and sign a declaration for annually at your supervision session.

And finally

We are aware that this policy does not cover every eventuality. Its purpose is to alert the adults working with REY to some of the matters about common queries received. It does not replace the general requirements or the law, common sense and acceptable good conduct. If any adult is uncertain about what to do in a particular situation or requires further information or guidance they must speak to the Manager for advice before taking any action.

This individual policy forms part of a larger policy document and should be read alongside our other individual policies.

Date adopted for Rainbow Early Years: January 2010

Reviewed: August 2017 by the Manager.

Reviewed: 14-8-18 by the Manager.

Reviewed: 30-8-19 by the Manager.

Reviewed: 4-8-20 by the Manager.

Date of next review: Annually