 **CAPEL PRE-SCHOOL** Reg Charity No: 271366

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**Code of conduct for staff and students**

* All Capel Pre-School Policies and Procedures must be read regularly and adhered to.
* The Supervisor has the complete backing of the Management Committee for the day to day running of the setting and her decisions are final. Should any member of staff have any concerns regarding the Supervisor they should contact the Chair of the Capel Pre-School Management Committee.
* No swearing, smoking/vaping, consuming alcohol or drug taking in the setting. Should any member of staff/student arrive for work in an unsuitable condition then they will be asked to go home.
* Dress code: sweatshirts and t-shirts will be provided. Footwear to be flat and closed toes e.g. trainers. Long hair must be tied back. No long/acrylic nails
* Jewellery – no large earrings, necklaces or rings that can be pulled or scratch a child
* All wounds, cuts etc must be kept covered and if preparing snack a blue plaster must be worn.
* Medication – any member of staff/student must inform supervisor/chair person of any medication being taken and keep this information up to date.
* Staff/students must use the disabled toilet and be aware of whole setting ratios before leaving the hall.
* Hot drinks to be drunk in the kitchen or by the kitchen hatchway and never to be drunk at the snack bar with the children. If you are outside drinks can be placed at the back of the storage bin ready for drinking.
* Paperwork – to read, sign and adhere to confidentiality policy, transportation policy and code of conduct.
* Supervision and appraisal meetings – all staff must attend supervision meetings and appraisals outside of normal working hours
* Physical play - all contact must be on the child’s terms and with their willing participation. Such as helping them to hop, jump or use stilts for example. Tickling is acceptable if done to upper body through clothing and if it is on the child’s terms, adult must be sensitive to the child’s feelings and body language.

**Physical Contact with Children:**

* If a child needs consoling and reassuring because they are upset or need support during the session you can cuddle children by sit them on your knees. NO ‘KISSING BETTER’
* Separating from parent/carer – you can physically remove and transfer a child to appropriate staff member with parents/carers consent.
* Toileting – you can lift and support a child on the toilet. Direct child’s hand to point ‘willy’ into the toilet. You can wipe bottoms following a bowel movement however each child will be encouraged to do this themselves. Toilet door will always be left open. Adults will always talk about what is happening and why.
* Staff to discuss with parents about their child’s individual toileting needs and special words that are used
* Staff/student will inform other colleagues if they are going to the toilets to support/change a child.
* Nappy changing – clean soiled parts with baby wipes provided by parent/carer. Change as quickly as possible while talking to child about what you are doing. Ensure colleagues are aware you are taking a child from the room to deal with soiling.
* Restraining a child – if absolutely necessary a child can be held across their body from behind using gentle pressure until they are calm. This will be recorded and reported to parent/carer.
* Helping with dressing such as for PE, dressing up clothes – general contact with body is acceptable such as tucking in shirts or vests and pulling up trousers, knickers or pants.

All information passed to a staff member or student by a parent/carer must be passed on to the supervisor or deputy in her absence.

Staff/student signature ...........................................................................................................

Name......................................................... Date ......................................................................