

Kindergarten Staff Code of Conduct (including students and volunteers)

At FRS Kindergarten we combine a high standard of professionalism with care, warmth and humour to create a safe, nurturing and inclusive environment where everyone feels valued and supported. We are privileged in our role as Early Years Educators.

The following points outlined should be followed at all times:

1. If you do not have police clearance (a DBS certificate verified by the Head teacher at our Kindergarten) you are not allowed to take any child (except your own in the case of a parent/carer) to the toilet. If you are a student you may not take children to the toilet at any time. You may help them to wash their hands but make sure that all doors are left open at all times.
2. Do not sit for any length of time with a child on your knee, especially during circle or story time. (Obviously on occasion you do need to comfort a child, but for your own safety try to get them off your knee on to a chair or the carpet next to you as quickly as possible).
3. Do not shout across the room please go and talk directly to the children (if you crouch down to their height to talk to them it is even better).
4. Never have a cup of tea/coffee within the children's reach and do not walk around holding your cup.
5. You are not allowed to have a mobile phone in the classrooms, please make sure that this is switched to silent and left in the red box in the Administrator's office or left at home. You can always give the number of the Kindergarten to friends and family in an emergency 0208 445 6807.
6. Your personal belongings should be kept safe and out of the way. Please use the lockers provided for your bags and the coat hooks in the hallway (Youth Centre) or hangers in the cloakroom (Small Hall).
7. If you are seated in the room please make sure that your view of the children is not obstructed. Please do not sit on tables and never sit with your back to the children.
8. Allow the children to complete their own work - You may need to show a child how to do something on another piece of paper etc. but do not complete any part of their work for them. You can always call a child back at a later stage to finish the activity if they are willing.

9. If you use equipment / resources for an activity please make sure you put it back where it goes, in a clean and tidy state, afterwards.

10. It is important that when we are supporting a child who is emotionally upset, we acknowledge their feelings eg. "I can see that you're very sad," before asking, "What do you need to feel better?" Or, "How can I help you?"

11. Remember to always separate the behaviour from the emotion eg. "I can see that you're feeling angry, but it's not ok to bite." The emotion is valid but the behaviour is unacceptable. Support the child in finding an appropriate response (dependant on what's developmentally appropriate).

12. Working in the Kindergarten can get messy and is a very physical job, please dress appropriately for this type of activity and in clothing that does not contain any logos / words that could be deemed offensive, political or inappropriate in any way.

13. Try not to spend long periods of time talking to any parent (outside of focus child meetings or arranged feedback times); the children are our main concern - This does not mean be unfriendly, but they can always make an appointment to see the Headteacher or the keyperson if there are any concerns or they want to continue the conversation when we are sure there is adequate cover.

14. Please always make sure that you feedback to the Headteacher any conversations that you have with a parent (No matter how small).

15. Remember confidentiality is of utmost importance. You must not discuss any information or details of anything related to Kindergarten with anyone outside of those staff members involved.

16. Staff should not accept parents whose children attend the Kindergarten as 'friends' on social media sites (please see the 'Online Safety policy for further guidance).

17. Whilst working at the Kindergarten, please refrain from accepting work, paid or voluntary, from parents whose children currently attend the Kindergarten as this can sometimes cause a conflict of interest and put yourself and the Kindergarten as well as parents in a difficult position.

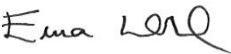
18. Please make sure that you familiarise yourself with our vision and approach to learning on the kindergarten website pages:

www.frs.org.uk/kindergarten

19. Please ensure you familiarise yourself with our policies and procedures and adhere to their content at all times and with all matters relating to the Kindergarten.

20. Children make the most progress when teaching staff (including students and volunteers) work closely together as a team. It is always important to find time to reflect and plan.

21. If in doubt, please ask. Every question is valid.

This policy was adopted by	<u>FRS Kindergarten</u>	<i>(name of provider)</i>
On	<u>26th February 2021</u>	<i>(date)</i>
Date to be reviewed	<u>25th February 2022</u>	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	<u>Emma Wohl</u>	
Role of signatory (e.g. chair, director or owner)	<u>Headteacher</u>	