

The Bosco Centre	
Policy:	Bosco Nursery code of conduct/progress
Applies to:	Nursery
Reviewed:	January 2018
Next Review:	January 2019

Statement

Bosco expectations of staff; Professional responsibilities and a positive personal approach to professional conduct

Our Aims

At Bosco we aim to 'advantage' children in all areas of the curriculum so that when the time comes they are well able to adapt to formal primary school and continue their education smoothly, confidently and well-motivated to learn. We aim to work pro-actively with all families, children with special needs, disability and emotional problems. We understand the importance of a multi-agency approach when developing needs of individual children. We are in contact with speech therapists, local G.Ps, dieticians, Physiotherapists, health visitors and Southwark early year's intervention teams. We respect each child's individuality and uniqueness, through care, concern and discipline. We aim to create an atmosphere, which caters for children's individual needs in all areas of development: Physical, intellectual, emotional and spiritual and produce a programme of differentiated activities, in line with desirable outcomes relevant to your child.

This way gives the very best education and care that we can give to each child, regardless of social class, ethnic origin, race, creed, culture, age and gender. Thus we advantage all children, so that they are confident about themselves and about their steps in learning.

Our Ethos

'You are young, you are precious, you are loved'.

Expectations of staff:

- We expect staff to know our Nursery aims and to understand our ethos.
- To have up-dated knowledge of the EYFS statutory requirements, to work with EYFS and to attend training provided by Southwark.
- To have a knowledge and understanding of our anti-discriminatory approach and how we put this into practice. To read, understand and adhere to our anti-discrimination policy. We welcome children and staff regardless of sex, sexual orientation, all ethnic origins, religious backgrounds, faiths and those with special needs. All members of staff are aware of different cultures and religious beliefs which enrich the nursery's environment. Discrimination in any shape or form is not acceptable.
- To have an understanding for health and safety. To take part in and to work with nursery staff in completing our daily risk assessments along with risk assessments for trips, intruders, visitors etc. To attend training/courses provided by Southwark and to cascade to all staff at allocated staff meetings. To have a good understanding of cleanliness and hygiene, to abide to our cleaning and hygiene routines, to work with staff and children in supporting and promoting this within our nursery.

- To read and have knowledge of our procedures and policies for outings, accidents, medication, security, fire (evacuation of nursery) personal illness management and child sickness. You will be expected to support and follow all measures in these policies and procedures.
- To have read and understood our Safeguarding policy. Understand your role and responsibility in relation to our Safeguarding procedures. To follow our procedures at all times. Safety and safeguarding our children is a paramount concern whatever the activity. Adult to child ratios will be monitored and adhered to at all times, to make sure all equipment will comply with an approved British and EC standard and will be checked on a regular basis.

Roles and responsibility for the management and provision of:

Food, drink and mealtimes:

- To support all children at mealtimes, encourage independence through self service, to create a happy, relaxed and social atmosphere at all times. To maintain children's self-hygiene as well as maintain own and other staff members hygiene e.g. wearing disposable gloves and aprons, washing of hands, hair tied back etc. To attend courses and have Food handlers training with a valid certificate. To provide fresh water in children's water bottles each day and throughout the day.

Toileting:

- To read and understand our nappy changing policy, to make this a quick and stress free procedure as possible. Children are to be changed as often as needed using the child's nappies and cream that are provided specifically for them. All staff are to be pleasant, reassuring and caring at all times during the procedure. No physical, emotional or verbal aggression or behaviour is to be used towards the children. This will not be tolerated in our nursery.
- To abide by our changing procedure, to adhere to health and safety and cleaning procedure at all times.
- To assist children during their potty training time, to provide them with the support and care they may require as well as being mindful to the child's needs of privacy.
- To provide the opportunity for the children to relax, rest or sleep when the need arises with a relaxed, calm and stress free atmosphere. To make sure all children are suitably supervised closely during this time.

Care of children's clothing:

- To protect children's clothing whilst taking part in messy activities, by providing the children with aprons that are suitable to their age and size.
- To ensure that children are wearing suitable foot wear for nursery, as well as suitable clothing for that day. To speak to the nursery manager if you have concerns for a child regarding their clothes or hygiene.
- If a child's item of clothing needs to be removed due to being soiled, they must be placed into a nappy sack and placed on the child's peg for the parents/carers to collect

at the end of their child's session. Any items of clothing that have been washed must be returned as soon as possible, notifying the child's parents/carers as to why they have been washed.

- Records are to be kept for any concerns that may concern you about a child's clothing/hygiene or the way a child might be dressed.

Arrival/departure of children and exchange of information with parents:

- To read and following our Parent Partnership Policy.
- We endeavour to create a pleasant, welcoming atmosphere for all children, parents/carer's and visitors to our nursery. We expect all staff to take part and help create this at all times. We want to make this as much a pleasurable time for both child and parent.
- You are expected to meet and greet all children, parent/carers at the door with a warm welcoming smile.
- Staff will behave in a courteous, polite manner when dealing with parent/carers and other staff members at all times.
- To make sure all parents/carers have signed in and out of their child's room register.
- Support child when entering the nursery if parent/carer are unable to do so.
- Support parent/carer if needed in a pleasant, warm and caring way.
- At the end of the day the same routine and procedure applies.
- Our relationship with parents/carers is of paramount importance and communication between home and nursery is vital.
- To understand the importance that sharing information is a two-way, ongoing process.
- To be available to speak to their key child's parent/carer, to keep them informed about their child's development and general process. Good, clear communications means that the needs of the child can be met easily.
- To give information regarding the child's activities throughout the day on a daily basis by verbal communication and daily information sheet.
- Should you feel there are grounds for concern about a child's welfare in the first instance this will be discussed with the parent/carer.
- Any information received from parent/carer must be shared with other members of staff if appropriate as well as the nursery manager.
- To ensure parent/carers receive regular newsletters to keep parents/carers up to date with information about the nursery.

Staff duties:

- To attend regular staff meetings. These staff meetings will take place in the nursery at the end of the nursery day. Staff meetings are to discuss any concerns, review policies, talk about any training or about new children starting the setting.

- You are expected to take part in these meetings. It is of good practice to listen, make notes, receive documents and to give support where needed. Constant talking, disrupting and mindless comments is not acceptable and will not be tolerated.
- If you are not be able to attend nursery for any reason you must telephone the nursery manager (Chantel Joseph) or the principle (Darren Coghlan) on that morning before 7.30am so that alternative arrangements can be made.
- If you will not be attending nursery for more than one day due to health/medical reasons, it is your duty to provide the manager with a certificate provided by your GP.
- It is your duty to notify the nursery manager of your expected return to work date.
- It is your duty to notify the nursery manager of your late arrival for work. You are expected to telephone the nursery manager or the director so arrangements can be made.
- If any differences or difficulties arise you will be expected to work with the management team to resolve these as quick as possible maintaining professional conduct at all times.
- It is your duty to read and understand our Nursery Safeguarding children and Nursery Allegation policy, to adhere to and support the nursery management team in any decisions that may be made.
- Confidentiality will be respected by you as a member of nursery staff. No details regarding the children and their families should be discussed outside the nursery environment; this also includes information regarding other members of staff.
- You are expected to read and sign our Nursery confidentiality agreement, if you break your contract of confidentiality this will lead to a disciplinary procedure.

Safeguarding Children and their families:

We comply with Southwark and Ofsted guidance with our security both indoors and outdoors. We want our children and parents/cares to feel secure during their stay with us.

It is your duty to:

- Read and understand our Nursery Safeguarding Children Policy, you are expected to adhere to this policy.
- You have a responsibility to report concerns you have about a child to the named lead person for safeguarding children (Chantel Joseph)
- You must follow and abide to 'follow staff and volunteers' duties that are laid out in the policy.
- To know and follow the procedures for reporting and recording your concerns in the nursery.
- To receive up to date safeguarding training, this is run by Southwark on a regular basis.
- To follow our policy planning and curriculum.
- Abide by our outings and local walks policy.
- Ensure visitors are never left unattended with children.
- No child is to leave our premises with another adult other than the parent/carer or with an authorised adult.

- Ensure all parents entering and leaving the nursery must sign in and out of the nursery parents register.
- Daily hazard assessments of inside and outside the nursery are completed and a full risk assessment to be completed weekly.
- To read, understand and follow our disclosure procedure, recording suspicions of abuse and allegations against staff
- If procedures are not followed by a member of staff, which may put a child and their family into a jeopardising or harmful situation, investigative proceedings will take place by the nursery manager and the Principal.

Personal Management:

- You are expected to abide by our dress code. Skirts are not permitted to be worn by staff members along with low cut tops or blouses. If you wish to wear shorts they must be no shorter than knee length. High heeled shoes are not permitted to be worn in the nursery. If you wish to wear sandals they must be sandals that tie around the ankles, flip flops are not permitted.
- Jewellery is not recommended to be worn unless it is a wedding/engagement ring or a ring that does not have extremely large stones that can catch or scratch a child or member of staff. Stud or small loop earrings (so no child's finger can be placed through it) can be worn.
- Bracelets or necklaces are not to be worn.
- Mobile phones are not permitted in the nursery, you are expected to read and follow our nursery mobile phone policy. If you are seen using your mobile phone within the nursery for any reason disciplinary procedure will take place.
- It is your responsibility to keep yourself up to date with current practice and legislations. To also be available to attend training/course and have up to date knowledge of these areas with valid certificates.
- To have a good positive attitude towards all children, staff, parents/carers, students, volunteers as well as outside agencies.
- Demonstrate and model positive behaviour at all times.
- Ensure that all individual children are respected, valued and included regardless of gender, race, religion, ethnicity, background or social circumstances. Ensure that all children are free from judgement, whether based on previous behaviour or the behaviour of other family members. Never under any circumstances humiliate, Labelle, make fun of, or talk about children negatively.

Childcare and education management:

Each child in our nursery will be loved and cared for by our nursery's dedicated staff within a lively stimulating environment. It is your duty to support this within our nursery.

- We expect the highest and best interaction to take place between staff, students and volunteers with children; this will be through speaking and listening, playing with children, positive relationships, meal times, outside play, exploratory play, sensory play etc.

- You are expected to take part in planning. Planning starts with observing children in order to understand and consider their current interests, development and learning. We plan using our observations, children's interest sheets and EYFS Practice guidance. It is your duty to familiarise yourself with the EYFS practice guidance as well as the EYFS memoir aids. You will plan as part of a team within the room you are working in.
- Plan for all areas of the EYFS learning and development, all areas of learning and development are connected to one another and are equally important.
- As a part of the team you are required to complete an activities evaluation sheet for the activities that has taken part that week.
- Ensure that the weekly plans are displayed for all staff to see.
- As a key person you will be expected to complete observations on your key children, to ensure that each of your key children's folders are up to date, you are to complete each child's settling in report, and each child's review (every 12 weeks). It is also your duty to assist the nursery manager in tracking each child's involvement and well being.
- Analyse your observations to help you plan 'what next' for individuals and groups of children. Highlight children's achievements or their need for further support.
- Involve parents as part of the ongoing observations and assessment process.
- Involve parents in contributing to the observations.
- Assess the child's development using the EYFS baseline matrix
- Creating records that are clear and accessible to everybody who needs to see them.
- You may be involved in contributing to the common Assessment Framework (CAF)
- Encourage each child to develop to their full potential in a positive caring way.
- To provide an extensive range of play and educational activities for enjoyment but in the context of a continual learning experience.
- Ensure that children have the opportunities to be outside on a daily basis all year round.
- Create an indoor environment that is reassuring and comforting for all children.
- Create an outdoors environment that is reassuring and comforting for all children.
- Meeting the needs of children of different age and stage.
- To ensure children who have brothers or sisters in another area of the nursery will have the opportunity to play with them during different stages throughout the day.
- To read and understand our Positive Behaviour Management policy.
- Provide an environment in which there is acceptable behaviour and where children learn to respect themselves, other and their environment.
- It is important that you work as part of the agreed consistent routines for our nursery. Explain any changes to children and support children who find transition difficult
- Ensure resources are clearly labelled to support children in developing autonomy and becoming independent learners.
- You are expected to take part in record keeping and assessment of children's development and behaviour. This is an important element in developing plans for both individuals and groups of children. To adopt positive observational record keeping.