



Thorner's Church of England VA Primary School
Fledglings Pre-School
Safeguarding Children and Staff Code of Conduct Policy

Students are supervised at all times (see Students Policy). No person other than the parent/carer will be left unattended with a child wherever possible. The following procedures will also apply to any student attending Fledglings pre-school:

- Written parental permission will be obtained before children are taken on outings.
- Staff will keep records/observations of all children in the setting. The records will not be removed from the premises without the permission or knowledge of the Manager.
- No mobile telephones will be used in the classroom.
- When making or receiving phone calls, consideration will be given to the safeguarding of children, parents and others being able to hear the conversation. This includes inappropriate language, details or sensitive information. This also applies to conversations in the classroom with other adults or children. Therefore all staff should consider their behaviour and professional conduct when discussing colleagues or stakeholders.

The following procedure will be followed if a member of staff has concerns about working practices; this does not affect safeguarding or whistle blowing procedures (see Safeguarding Policies and Procedures). The following procedure will help ensure Fledglings uses professional processes to deal with concerns regarding the setting.

- In the first instance, staff should follow conflict resolution such as solving misunderstandings with good communication skills, asking questions to resolve misunderstandings, staying calm, working together, showing empathy towards team members and showing respect and equality.
- If the issue cannot be resolved then staff should inform the Manager of their concerns; the Manager will then either immediately action-plan the problem or deal with it immediately or discuss at the team meeting or with the Headteacher.
- If staff members have ideas or areas they would like to discuss then supervision time will be arranged with the Manager. Supervisions will be carried out every six weeks and provide the opportunity for staff to discuss issues relating to work, staff, training etc. If the member of staff is not happy with the outcome, they can arrange a meeting with the Headteacher. If a member of staff has a private matter to discuss, they can arrange to meet the manager or Headteacher.
- Child supervision is time for staff to discuss concerns about children's development. These are done as and when needed and every 2-3 weeks, and tracked alongside any SEN and IEP.

In accordance with the Equality Duty we seek to ensure that all pupils achieve their best, according to their capabilities and regardless of their special needs, disability, gender, race, culture, social, economic, ethnic, religious background and denominational diversity.

Thorner's CE VA Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

Date adopted by Governing Body: November 2021

This policy will be reviewed and updated annually or as and when deemed necessary.