

Appropriate behaviour of staff, committee members, volunteers, parents, guardians and visitors at the setting and surroundings.

At AACC we behave in an appropriate manner towards the children and other adults within premises (including in the playground and school grounds).

We hope to provide a safe and happy environment for the children where they will not see or hear any form of inappropriate behaviour from adults.

We do not tolerate any form of abusive behaviour towards our staff or volunteers in any form.

Staff, volunteers and committee members will behave in an appropriate manner within the premises and set a good example. They will challenge any inappropriate behaviour that they see.

Parents, guardians and visitors at the setting should also behave in an appropriate manner towards the staff and each other.

Our expectations

We expect staff, volunteers, committee members, parents, guardians and visitors to be:

- polite and calm
- to consider what they are talking about in front of the children and other parents
- to understand that some conversations are best taken in another room where it is more private
- be considerate towards others

Behaviours do we not accept in our setting

We do not accept the following behaviour:

- Speaking inappropriately to a member of staff or another person on the premises (including in the playground and school grounds)
- Raising of voices or use of inappropriate language
- Shouting
- Standing too close
- Revealing inappropriate knowledge of personal information
- Aggressive actions
- Demanding unwarranted special attention or consideration.
- Being under the influence of alcohol or drugs.
- Smoking (including e-cigarettes and vaping) anywhere on the Annexe and Primary School premises.

If any of the above behaviour occurs, then the person will be asked to move to another room to deal with the issues arising or to leave the premises.

Threatening or other inappropriate behaviour may or may not be face to face.

Threatening or other inappropriate behaviour can include emails, letters, and social media.

What we will do if we see inappropriate behaviour in our setting:

On the first occasion of inappropriate behaviour the senior staff member or chair of the committee will give a verbal warning to the person(s) concerned. The occurrence will be recorded.

If the behaviour is repeated the senior staff member or chair of the committee will ask the person(s) to leave the setting. The occurrence will be recorded.

If the behaviour continues, we will invite the person(s) back for a meeting with the chair of the committee and/or manager to discuss the behaviour and that if the behaviour continues the person(s) may be asked to not return to the premises, which may include alternative arrangements for the collection of their child. Minutes of the meeting will be recorded.

At any point during these situations the committee and staff may seek further legal advice from LawCall, Early Years Learning Alliance.

Use of the settings toilet facilities:

Due to statutory safeguarding requirements, we have strict rules about visitors using the settings toilets.

Visitors are parents, carers, siblings, extended family members and friends, contractors and outside providers.

Each member of staff and volunteers have an Enhanced DBS check which includes clarification that they are safe to undertake intimate care within the setting, including assisting children in the toilet areas and getting them changed if needed.

Visitors holding a valid DBS for settings other than AACC are not permitted unsupervised in the toilet areas.

Peripatetic Music Teachers who use the Annexe building for lessons are permitted in the toilet area unsupervised providing their DBS information has been confirmed by the Administration Staff.

AACC staff and management committee hold safeguarding in the highest regard.

AACC staff understand that sometimes people can be 'caught short' and will endeavour to ensure the toilets are free as quickly as they can. However visitors must understand that safeguarding is the first priority of the setting.

Procedure:

- **Any visiting adults or children must ask a member of staff to use the toilet;**
- **Visitors must wait for a member of staff to check if the toilets are free and empty of children before using the facilities;**
- If there is a child using the facilities, the visitor must wait until that child has finished or use an empty toilet block as agreed by the member of staff;
- Adults must use the disabled/staff toilet;
- Children must use the boys/girls toilet;
- If a child needs a parent/carer help to go to the toilet it is preferable that they use an empty boys/girls toilet block, unless it is not possible to do so then they may use the disabled/staff toilet;

- **Before 08:50 Pre-School:**
As AACC is already open and children are on the premises. All visitors must ask a member of AACC staff to use the toilets and wait for confirmation that the toilets are free for use;

- **After 14:50 Pre-School / AACC:**
Between 14:50 and 15:10 Pre-School children are in AACC and may be using the toilets. All visitors must ask to use the toilets and wait for confirmation that the toilets are free for use;

- **After 15:10 AACC:**
All visitors must ask a member of staff to use the toilets and wait for confirmation that the toilets are free for use.

Staff Procedures:

- All visiting adults and children must be 'supervised' whilst using the toilets;
- Staff must check that the appropriate toilet is not in use by a child;
- The member of staff must wait in the lobby area until the visitor has finished. This way if another child at the setting needs to use the toilet in the meantime, a DBS member of staff is on hand to ensure that the visitor is in a separate toilet area from the child and does not have any contact with the child without supervision.

If you have any questions or problems about using the toilet facilities, please speak to a manager or a member of the Administration Team.

Drugs, Alcohol and Smoking:

Staff, students or volunteers who arrive at the setting clearly under the influence of illegal drugs or alcohol, will be asked to leave immediately and disciplinary procedures implemented. If necessary, the incident will be reported to the relevant authorities i.e. the police if illegal drugs are involved.

If a child is found in possession of illegal drugs or alcohol on the premises the manager will inform their parent/carer.

If staff, students or volunteers are found in possession of illegal drugs or alcohol then disciplinary action will follow.

In cases where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Co-ordinator must be informed as early as possible and a risk assessment will be completed. If the medication severely affects their ability to work they may not be able to work until the course of drugs has been completed.

Parents and Carers:

If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs or alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the manager of the setting and the Designated Person for Child Protection, according to the provisions of the Safeguarding policy.

The manager and the Designated Person for Child Protection will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit or is under the influence of drugs.

Where an illegal act is suspected to have taken place, the police will be called.

Smoking, including e-cigarettes and vaping, is not permitted anywhere on the premises. This rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors.

If a child is found in possession of cigarettes or e-cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.

What should parents do if they are not happy with any actions that we take?

Please refer to our **Complaints Policy**.

Monitoring and Review:

This policy will be monitored by the administrator and the managers of Pre-school and out of school club and will be reviewed at least annually.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community Out Of School Club (AACC).**

Print Name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
		03/01/2018	R BEACH
26/11/2018	R BEACH		
03/02/2020	R BEACH	03/02/2020	R BEACH
25/05/2021	R Beach	25/05/2021	R Beach
11/05/2022	R Beach		
06/11/2022	E Turner	06/11/2022	E Turner
27/11/2023	E Roper		