

The Village Childcare & Community Services Code of Practice & Guidelines for ALL Childcare Staff/Students/Volunteers

- Children's safety is of paramount importance, be aware of it at all times.
- Children have the right to be respected and to be involved in decisions that affect themselves, this is achieved by giving them choices.
- Children have the right to proper care and protection from all forms of violence, cruel punishment, belittling or lack of respect, respect earns respect.
- When communicating with the children use language they can understand.
- Speak to children with the correct tone, **(no raised voices)** and with respect.
- **Do not** use bad language.
- Be always observant.
- Intervene when appropriate, with sensitivity and never use physical force.
- Never physically punish or be in any way verbally abusive to a child, and never tell jokes of a sexual nature in the presence of children.
- Show genuine interest in the children's activity/experience.
- Encourage the children to participate in all areas of the programme but never force.
- Be aware of the child's age and stage of development.
- Do not have unrealistic expectations for the child.
- Remember it's the "taking part" that is important.
- Be an active listener to the children.
- Take a positive approach to behaviour management, encourage the children to share, take turns, develop self control and to respect others.
- While physical contact is a valid way of comforting, reassuring, and showing concern for children, it should only take place when it is acceptable to all persons concerned.
- All complaints must be brought to the attention of the Childcare Manager.
- Staff, Students and Volunteers always know where the children are and what they are doing.
- The Childcare Manager and other staff members know at all times where each member of staff is.

All staff and volunteers are expected to maintain high standards of professional conduct at all times both in work and out of work.

Signed

Date