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1. POLICY STATEMENT

Dockland Day Nursery is committed in ensuring that all children are safeguarded whilst in our care and expect the contractors to maintain our responsibilities in the following way:

2. CONTRACTORS TO:

2.1 Show their identity Badge to staff and be patient whilst these are being checked before letting into the premises.

2.2 Provide details of the reason for needing access to the premises and/or work that needs to be carried out.

2.3 Sign in and out of the ‘Visitors Book’ in the Nursery.

2.4 Follow instructions by staff members of areas of the nursery which are permitted to access.

2.5 Treat children with respect, ensuring the needs of the child are priority.

2.6 To be respectful to all staff members, parents, families, and others in the setting.

2.7 Respect children’s personal space and privacy; particularly in toilet areas.

2.8 Report to nursery manager if there are concerns of conduct about staff or children’s wellbeing.

1. CONTRACTORS ARE REQUESTED NOT TO:

3.1 Shout, discipline, pick up or carry a child.

3.2 Make a child sit on your lap or to give a cuddle. Children must be respected at all times.

3.3 Enquirer about any of the children even if they are known to you or share information about the child to staff members.

3.4 Use inappropriate language, aggressive or threatening behaviour either verbally or in writing.

3.5 To use a mobile telephone in any area of the nursery.

3.6 Take photographs or videos of children.

3.7 Ensure all tools, bags and other equipment are unattended or within the reach of children.

4 BREACH OF CONDUCT

4.1 The contractors Line manager, department or contracting firm will be informed.

4.2 Nursery management team will request the individual to leave the premises with immediate effect.

4.3 If at any time nursery staff are presented with a difficult or volatile situation and feel that an individual is at immediate risk of harm then the Police will be contacted and their assistance requested to attend to the nursery.