

Staff professional boundaries policy

Professional Boundaries

All employees/volunteers/students must be professional at all times. Employees are expected to be professional when nurturing the children i.e. not asking the children for kisses and cuddles, showing favouritism. Staff can offer affection when and if the child needs comforting or reassurance; staff must abide and follow policies and procedures in place with regards to confidentiality, communication with parents.

Employees must be aware when wearing our uniform offsite they are advertising the nursery so must remain respectable at all times this includes swearing, being under the influence of drugs and alcohol this also includes social networks, babysitting and relationships with parents. Staff must follow the confidentiality policy at all times. Please also refer to the baby sitting, Confidentiality, social networks, and drugs and alcohol policies.

Employees must also remember to be professional and respectable when they see any parents, carers or children when off site.

Lone Working

All Employees at Little Learners is DBS police checked. New employees are not permitted to be alone with the children until the results of their DBS check has been received. At times staff will be alone with the children for short periods of times, such as toilet runs, nappy times, sleep times, one to one activities (additional needs) however other staff are on the premises at this time, each area is open planned so other staff are in calling distance at all times.

There is an exception to the out of school club when the lead play worker will from time to time walk the children to and from school without an assistant.

Physical contact

Employees are to keep physical contact to a minimum, i.e. cuddling. Kissing the children is not permitted if adult directed. All staff must follow the 6 steps of conflict; never at any time should a staff member be forceful when with the children. When giving cuddles or affection it must be child initiated, not adult initiated and not for long lengths of time, staff can give affection at times of reassurance obviously age appropriate i.e. a pre-school aged child will not need to be snuggled to sleep but a baby will.

Disciplinary action will be taken should any staff members breach any of the above policies.

This policy was reviewed January 2025 by Vicky George Manager *V. George*

Proofed By Elaine Burnett Managing Director

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