Staff Protection Policy

At Artisans we aim to create an environment in which children and staff are safe from hurt and abuse, and in which any suspicion of such is promptly and appropriately responded to.

In order to protect and respect our staff, Artisans will not tolerate inappropriate or aggressive behaviour towards any staff member or volunteer by any other individual or group. We will take whatever appropriate action we deem necessary to correct any such situation.

In order to prevent or handle any such situation, or situation pertaining to such, we have the following procedures and policies in place.

- We have an accident and an incident book which are used to create an immediate record of any occurrence which may have involved hurt to any member of the Artisans community.
- This record is signed by one, and where possible and in extreme circumstances, two staff witnesses, it is then explained to and signed by the parents of any children involved.
- The accident and incident records are for individuals and will not name other persons within them as part of our data protection obligations.
- A fully equipped first aid box is on site at all times.
- We operate a Health and Safety policy for which the designated staff members are Ruth Martin and other senior staff.
- All staff have been cleared by the CRB enhanced checks and will as appropriate also be cleared by DBS.
- All staff have timetabled breaks in accordance with current legislation.
- Suitable protective clothing is available to staff when dealing with toileting or nappy changing, alcoholic rub or antibacterial soap is also available for use if required eg, after nose blowing.
- No staff member will be left alone with a child for the protection of the both the child and the staff. In the instance of nappy changing and hand washing a staff member who may be briefly supervising this alone will do so with visual and aural access to other staff at all times.
- In the event of any allegation being made against a member of staff our procedures for this are detailed in the "allegation against a staff member" policy.
- Staff have the right to request any person whose behaviour is deemed threatening toward any member of the Artisans community, to leave the premises. They may do this on their own although ideally they will have another staff member as witness and it is expected that in most circumstances actions will have been taken to pacify the situation prior to this action. If unacceptable behaviour is continued and the individual(s) concerned does not leave the premises, staff have the right to call the police for assistance. Records will be made in the Incident Book.
- Staff members will never conduct meetings with parents or others alone. There will always be two staff members present at any such meeting, or the meeting will be held within visual and aural access to others. Confidentiality will be maintained through adherence to the data protection policy at all times.
- All staff work only under the terms of contract which are agreed before the commencement of duties.
- All staff have the ability to request meetings with the manager at any time.
- Health and safety practices and employment rights are adhered to.

Unacceptable behaviours will include but not be limited by
- Inappropriate or aggressive tones of voice or language
- Allegations made outside of our policy terms
- Inappropriate body language
- Physical threats or aggressive actions
- Discrimination
- Bullying
- Exclusion
Other related policies include

- Safeguarding children
- Substances
- Uncollected and lost children
- Health and safety
- Complaints procedures
- Procedure for allegations against staff members
- Mobile phones

©  Artisans Kindergarten 2010 revised November 2011, January 2014