

All policies interrelate so please check other policies for pertinent information.

Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented



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 a 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 who may have been 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.
- All staff have been cleared by the DBS enhanced checks.
- 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. It is the responsibility of staff to use these options.
- 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 without impeding visual and aural access to other staff at any 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 unless they are happy to do so or when the meeting is 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 their 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

This policy is reviewed annually in the Summer term
The lead teacher on this policy is SLT