



Hopton school house Playgroup and OOSC policies

2.3 Adult Behaviour Policy

Policy Statement

At Hopton school house, we are committed to providing a safe, caring, inclusive, and respectful environment for children, families, staff, volunteers, students, and visitors.

Adults play a vital role in modelling positive behaviour and creating an environment where children feel secure, valued, and respected. All adults within the setting are expected to demonstrate high standards of conduct and professionalism that support children's learning, development, wellbeing, and safety.

This policy outlines the standards of behaviour expected from all adults associated with the setting.

Aims

This policy aims to:

- Promote a positive and respectful environment.
- Safeguard children and vulnerable individuals.
- Ensure adults act as positive role models.
- Establish clear expectations for professional conduct.
- Promote equality, inclusion, and mutual respect.
- Protect the reputation of the setting.
- Support children's emotional wellbeing and development.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Human Rights Act 1998
- Data Protection Act 2018



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- UK General Data Protection Regulation (UK GDPR)

Scope

This policy applies to:

- Employees
- Managers
- Volunteers
- Students
- Apprentices
- Agency staff
- Committee members
- Trustees
- Parents and carers while on site
- Visitors and contractors

Expectations of Adults

All adults are expected to:

- Treat children with kindness, respect, and dignity.
- Promote children's welfare and safety.
- Use appropriate language at all times.
- Maintain professional boundaries.
- Demonstrate honesty and integrity.
- Act fairly and consistently.
- Respect diversity and individual differences.
- Work cooperatively with others.
- Follow setting policies and procedures.
- Uphold confidentiality requirements.

Adults should recognise that children learn from observing the behaviour of others and should therefore act as positive role models.

Positive Role Modelling

Adults should:

- Speak politely and respectfully.
- Show patience and understanding.



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- Encourage positive behaviour.
- Demonstrate empathy and kindness.
- Manage disagreements professionally and calmly.
- Use positive language.
- Promote inclusion and respect.
- Model positive behaviour

Children should see adults resolving difficulties appropriately and respectfully.

Respectful Communication

All adults should communicate respectfully with:

- Children
- Parents and carers
- Colleagues
- Visitors
- Professionals from other agencies

Adults must not:

- Shout aggressively.
- Use offensive language.
- Engage in bullying behaviour.
- Use discriminatory language.
- Humiliate or belittle others.
- Intimidate or threaten others.

Behaviour Towards Children

Adults must always:

- Treat children fairly.
- Listen to children's views.
- Promote self-esteem and confidence.
- Encourage independence.
- Respect children's privacy and dignity.
- Follow safeguarding procedures.
- Model positive language

Adults must never:



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- Use physical punishment.
- Humiliate or ridicule children.
- Use threatening behaviour.
- Use inappropriate language.
- Ignore safeguarding concerns.
- Engage in inappropriate physical contact.

Any concerns regarding adult behaviour towards children will be dealt with immediately through safeguarding procedures.

Professional Boundaries

Adults working within the setting must maintain appropriate professional boundaries.

This includes:

- Avoiding favouritism.
- Maintaining professional relationships.
- Following safeguarding guidance.
- Using social media appropriately.
- Avoiding inappropriate personal relationships that could compromise professional judgement.

Equality, Diversity and Inclusion

All adults must:

- Respect cultural differences.
- Promote equality of opportunity.
- Challenge discrimination appropriately.
- Create an inclusive environment.
- Value each child's individuality/choices.

Discriminatory behaviour of any kind **will not be tolerated**.

Confidentiality

Adults may have access to confidential information.

They must:



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- Respect privacy.
- Share information only when authorised.
- Follow safeguarding procedures when information sharing is necessary.
- Comply with data protection legislation.

Confidential information must not be discussed in public areas or shared through social media.

Social Media and Online Conduct

Adults must:

- Use social media responsibly.
- Protect children's identities and information.
- Maintain professional standards online.
- Follow the setting's E-Safety and Social Networking Policies.

Adults must not:

- Share information about children or families online.
- Post inappropriate content relating to the setting.
- Use personal social media accounts to communicate with children/familys.

Health and Safety

Adults must:

- Follow health and safety procedures.
- Report hazards promptly.
- Support a safe environment for children and others.
- Follow risk assessments and emergency procedures.

Unsafe behaviour will be addressed immediately.

Visitors and Parents

Parents, carers, and visitors are expected to:

- Treat staff respectfully.
- Respect other families and children.
- Follow setting procedures.



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- Behave appropriately whilst on the premises.

The setting will not tolerate:

- Aggressive behaviour.
- Verbal abuse.
- Harassment.
- Threatening conduct.
- Discriminatory behaviour.
- Belittling
- Shouting between co workers.

Individuals may be asked to leave the premises if their behaviour compromises safety or wellbeing.

Concerns About Adult Behaviour

Concerns regarding adult conduct should be reported to:

- The Manager
- The Designated Safeguarding Lead (DSL) –
- The Registered Person or Committee (where appropriate)-**Paul Howard**
paul.howard@kerry.com

Concerns will be taken seriously and investigated promptly.

Allegations Against Adults

Any allegation that an adult has:

- Behaved in a way that may have harmed a child;
- Possibly committed a criminal offence against a child;
- Behaved towards a child in a way that indicates they may pose a risk;

will be managed in accordance with safeguarding procedures and local authority guidance.

The Designated Officer (LADO) may be consulted where appropriate.

Breaches of this Policy

Failure to comply with this policy may result in:



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Staff

- Supervision discussions
- Formal disciplinary procedures
- Suspension
- Dismissal
- Referral to professional bodies

Parents and Visitors

- Verbal warning
- Written warning
- Restricted access to the setting
- Removal from the premises
- Police involvement where necessary

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Behaviour Management Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equality and Inclusion Policy
- E-Safety Policy
- Social Networking Policy
- Complaints Policy
- Health and Safety Policy