



Foresteers Outdoor Preschool Code of Practice and Conduct Policy for staff, parents, carers, volunteers, visitors and students

Reviewed January 2026

Reviewed by Hayley Smith - Preschool Manager

“Children usually feel more confident and positive about themselves and their learning when parents/carers and practitioners work together in an atmosphere of mutual respect”

Early Years Foundation Stage (EYFS) – Effective Practice: Parents as Partners
It is the policy of Foresteers Outdoor Preschool to provide a safe and secure environment at all times, which is inclusive to all the children and families that access our service. We firmly believe that by working together, parent/carers and educators can have long lasting and very beneficial effects on each child's individual learning and emotional wellbeing. The individual needs of each child will be assessed and catered for in partnership with parents/carers. Through partnerships we recognise that all children need to feel valued, so that each child may thrive and develop. This policy is to be used as a guide for all parents, carers, volunteers, staff, extended family, visitors and professionals who access the preschool. We have a legal responsibility to provide a comfortable, safe and happy environment for all children and staff, in which the rights and protection of the child are considered at all times.

Foresteers Outdoor Preschool places great value on:

Providing an inclusive environment which is open and welcoming where everyone's contribution is not only valued and respected but positively encouraged. We achieve this through:

- feedback – in person, through email, via the telephone or our website
- discussion with parents, children and preschool staff
- observation
- an open door policy
- regular reflection and evaluation on the services offered at the preschool.

➤ Promoting positive attitudes to diversity and difference within all children and adults, helping them to learn and to value different aspects of their own and other people's lives.

➤ The physical and emotional wellbeing of children, meeting the individual needs of all children lies at the heart of the EYFS. We will, in close partnership with parents/carers, strive to deliver personalised learning, development and care to help all our children have the best possible start in life and building the foundations for future learning.

➤ Encouraging parents and carers to support and participate in the day to day activities which we provide for the children including workshops and family events.

- Sharing information between preschool and home, all parents/carers are entitled to help determine the care their child receives as well as receiving full information about the activities and care their child receives. This is an ongoing process, initially established during the admissions process and later developed through two-way communication using the on-line Learning Journals.
- Making time for discussions with parents/carers. The preschool website is regularly updated to provide parents with information regarding the preschool and care of the children.
- Ensuring that the quality of teaching is outstanding, and that the staff have a secure knowledge and understanding of outcomes for all the seven areas of the Early Years Foundation Stage Curriculum Framework. Opportunities for all children to make progress are offered in the stimulating environment, which identifies and supports next steps of learning and development for each individual child.
- Actively encouraging and enabling all children to fulfil their potential. Each child's physical, emotional and social skills will be monitored, and regularly discussed with parents/carers on occasions such as parents evening, and one to one informal/formal meetings.
- Providing a safe and secure environment, in which children will thrive, staff will feel supported and valued and families will feel that their views and opinions are important.
 - All staff in the preschool are expected to give the highest possible standard of service to children and their families as well as visitors and to each other. Staff should conduct themselves with integrity, impartiality and honesty. Robust policies and procedures are in place for monitoring and challenging staff behaviour.
 - The use of mobile phones or smart watches by staff, students, parent/carers and other visitors on the preschool premises is prohibited (see *Mobile Phone, Camera and Other Recording Devices Policy*). Phones and any other personal technological devices are stored either in the preschool hut or in the owner's own vehicle or back pack during preschool sessions.
 - We have a robust safer recruitment policy which supports the recruitment and retention of staff. Application forms have a section regarding offences/previous offences with the law, not only directed to the applicant but also their family members. Following procedures effectively in place at preschool narrows the gap regarding offenders applying for positions. Our safer recruitment policy is displayed on our website which acts as a deterrent to those applying for positions.
 - We have an e-Safety policy which lays out clear guidance and prevents staff from misusing preschool electronic devices and provides a framework for using the Internet and Social Media.
 - We have a data Protection Policy in place at preschool which outlines the correct procedures for storing and sharing information.
 - During admission parents are made aware of safeguarding procedures at the preschool and the duty of care staff have if they should have concerns regarding a child's welfare.
 - Any indication that a child may be suffering from abuse will immediately trigger Foresteers Preschool's child protection procedures, headed by **Eliza Barlow, Designated Safeguarding Lead**.
 - SCSP(Sheffield Children's Safeguarding Partnership) team will be informed of any concerns Preschool Staff may have, regarding a child's safety or welfare, the Local

Authority Designated Officer and Ofsted will also be notified if a safeguarding issue relates to any adult working within or for Foresteers Outdoor Preschool, either as a paid employee or other adult.

Foresteers Outdoor Preschool is committed to safeguarding and protecting children and endeavours to take every step to ensure the avoidance of situations in which the abuse of children might occur. An example/s of this is;

Safer Recruitment

In recruiting staff Foresteers Outdoor Preschool will follow a systematic selection process designed to assess the applications suitability for the post and to work with children.

- Checks using a regulated online checking system will be made to ensure that all information provided by any potential member of staff will be checked for any offences they may have committed against children, using, at present, the enhanced disclosures barring scheme (DBS) and the update service of which staff have become members to.
- No member of staff will be appointed to any position without two suitable and satisfactory references being provided.
- All staff appointments will be subjected to a 6 month probationary period during which time they will be closely supervised.
- All staff will have clear, detailed job roles and responsibilities.
- Staff will be supervised and monitored as a means of ensuring that children receive adequate and appropriate protection.

Training will be provided for all staff with regards to safeguarding issues.

- All safeguarding policies and procedures will be regularly reviewed and staff informed of changes as they occur.
- Regular staff meetings are held where training, policy reviews and curriculum planning takes place.

To ensure the smooth running of the setting, due regard is given to the following:

• **Health and Safety:** Our policies and procedures are displayed on our website. They are given to parents on registering with the preschool and copies are kept at the preschool and available on request. New staff read policies as part of their induction and existing staff are given updates as and when policies and procedures are reviewed. Safety is of paramount concern, whatever the activity.

1. Adult to child ratios will be monitored and adhered to at all times; the *Statutory Framework for Early Years Foundation Stage section 3.28-3.33*, states that the staff:child ratios for all providers for children aged 3 and over is 1:13 if a person with Qualified Teacher Status is working directly with children. We try to maintain a smaller group size of at least 1 adult to every 8 children aged 3-4, 1 adult to 4 children ages 2.
2. All play equipment will be checked before use and on a regular basis. Natural play resources, such as sticks, branches etc. are risk assessed before play commences.
3. Risk assessments are carried out at the forest setting and any other sites we visit by trained staff prior to the arrival of children each day. Risks such as loose branches and animal faeces are addressed before the children arrive on site.

4. Tented toilet facilities are provided and maintained in accordance with health and safety standards
5. A good standard of hygiene will be maintained at all times throughout the preschool as well as during activities and meal times.
6. All accidents will be reported immediately and entered onto the child's accident/ incident log without delay, in accordance with the preschool's accident policy. Parents will be fully informed as soon as possible and the cause of the accident will be dealt with to avoid repetition. All parents will need to sign documentation of accidents/incidents to acknowledge that it has been brought to their attention.

• **Communication:** This is key to avoiding misunderstandings and potentially volatile situations. We encourage a culture of polite consideration towards others using acceptable verbal and non- verbal language. At no time will aggressive or offensive language be accepted from anyone whatever the circumstances may be.

• **Complaints**

Any person on behalf of a child attending Foresteers Outdoor Preschool, with a complaint regarding any aspect of the services provided may access and comply with the complaints procedure available to all parents and carers. This can be found on the preschool's website, is given to parents/carers on registration and is also available on request.

• **Discipline**

Children's behaviour is dealt with in line with our positive Behaviour policy and issues are discussed privately. At no time is a staff member permitted to raise their voice to a child while challenging inappropriate behaviour. Children's behaviour will be positively managed. No physical chastisement will be tolerated. No child will be humiliated, embarrassed or frightened. Anti-social behaviour will be managed to ensure children's wellbeing.

• **Respect**

➤ We have an inclusive setting and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people and communities. Our equal opportunities policy reflects the values of the preschool and our expectations of staff, children, parents/carers and visitors. No carer will discriminate against any child, parent, outside professional, guardian or carer on grounds of race, culture, religion, gender, disability, life style or sexuality. Our Equal Opportunities and Diversity Policy reflects the values of the preschool and our expectations of staff, children, parents/carers and visitors, policies assist staff understanding, through raising awareness.

➤ Staff will remain aware of, and sensitive to, differences of culture, equipment and activities which positively reflect today's multicultural society.

➤ Regular staff meetings help to review preschool practice and plan for future events as well as keep staff updated with training and new initiatives.

- Confidentiality

This is paramount and everyone is expected to comply with our confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults. It is important to understand however any information raising concerns about a child's safety must be shared with the appropriate /designated persons.

For this policy to be effective everyone concerned must take ownership and assume responsibility for it. To ensure this happens:

The management will endeavour to:

- Review this policy at least annually or more if requires with the involvement and inclusion of staff

The staff, volunteers and students will endeavour to:

- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service
- Work with colleagues, management and families to provide an environment that encourages positive communication and feedback

Parents /carers and visitors will endeavour to:

- Abide by the standards of conduct set out in this policy.

Breach of this code of conduct

Any breach of the code of conduct will be treated promptly and taken seriously. The management will endeavour to determine the appropriate course of action may include but is not limited to any of the following procedures:

- Disciplinary action
- Actions for improvement to practice
- Permanent withdrawal of a student placement
- Visitors being asked to leave the premises and a formal complaint being made
- The suspension and possible permanent withdrawal of a child's place.

This action will only take place if other avenues have been explored and management feel this is the only possible course of action left open to them. If staff are presented with a difficult or volatile situation and they feel that an individual is at immediate risk of harm, then the police will be contacted and their assistance requested to help deal with the situation.

**This policy was adopted
on**

1st January 2026

**Signed on behalf of the
preschool**

Hayley Smith

Date for review

December 2026