



# Spinney Pre-School Professional and Personal Boundaries Policy

## Statement of intent

This Professional and Personal Boundaries Policy sets out the Pre-School's standards and principles, which all staff will be expected to operate, in relation to establishing and maintaining appropriate boundaries between themselves and service users, i.e. Parents and Carers and other Professionals.

## Aim

We aim to enable staff to understand:

- The ground rules that all staff must observe.
- The expectations the Pre-School has in respect of relationships between Parents/Carers and staff in terms of professional boundaries.

## Responsibility

It is the responsibility of the Supervisor to ensure that staff have a full understanding of this policy and that the policy requirements are adhered to by them and the staff at all times.

It is the responsibility of the staff to behave in a professional manner to all children, Parents/Carers, other members of staff, their Supervisor and Committee Members.

## Purpose

The purpose of this policy is to clarify the division between the professional and personal relationships between Parents/Carers and Staff, therefore enabling consistent approaches to those who use the Pre-School.

## Unacceptable Practices

Unacceptable practices are those which put the professional/personal relationship in danger of crossing the professional 'boundary'. The following unacceptable practices list is not exhaustive and if staff are in any doubt about what is unacceptable behaviour, they should consult the Supervisor.

- Inappropriate comments about the children they care for or are likely to care for
- Inappropriate behaviour
  - Inappropriate dress
  - Inappropriate use of body or verbal language, i.e. language which is used to satisfy the need of the employee concerned and likely to offend others
- Inappropriate personal disclosure about themselves or other members of staff
- Sexual contact
  - Sexual acts
  - Requests for/or suggestion of sexual acts
  - Physical contact which could be construed as sexually suggestive, sexual innuendo and/or insinuation

## Working Practices

- Staff will be expected to treat all children and their parents/carers with respect.
- Staff must provide an example of good conduct and behave appropriately.
- Good manners, kindness and courtesy towards the children, parents/carers and other members of staff should be used at all times.
- Staff must do nothing outside of work that could put the pre-school into disrepute.

## Physical contact with children (also included in the Code of Conduct Policy)

Clear boundaries of physical contact are set to protect both children and the adults who care for them.

Inevitably there will be times when staff will need to have close physical contact with the children, and this is vital for their well-being and development.

Children will be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable and they will be treated with respect at all times.

**Staff will ensure that whenever possible there is more than one adult present during activities with children or at least within sight or hearing of others.** Staff should not put themselves in a vulnerable situation which may be misinterpreted. Staff understand that special caution is required in moments when discussing sensitive issues with children.

Staff will challenge unacceptable behaviour by any adult and report all allegations/suspicious of abuse.

**This Policy was adopted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**

Other policies linked to this policy are:

- Code of Conduct
- Dignity at Work
- Whistle Blowing
- Alcohol and other substances