



Keren's Nursery Golden Rules for staff members, students and parent helpers

1. Welcome to Keren's Nursery! Please be aware that until we have received a current, clear DBS check for you, all contact with the children must be supervised, unless you are here as a parent helper and are with your own child.
 2. It is important to comfort children and cuddle them, however it is not appropriate to disturb a child's play so you can kiss or cuddle them because you want to.
 3. Keep professional boundaries with children and families. We see ourselves as 'friendly', but not a 'friend'.
 4. We are open, honest, transparent and non-judgemental in our work.
 5. Do not shout across the classroom to either children or adults as this is very distracting, please go and talk directly to the person, bending down to the children's height to talk with them.
 6. Please remember the age of the children we are working with. You may need to adjust what you say to make it meaningful.
 7. Always put hot drinks well out of the children's reach, on the worktops. Please finish drinking hot drinks before your shift begins. Explain this rule to a visiting parent if you make them a cup of tea/coffee.
 8. Please make sure your mobile phone is safely stored in the office. Please give out the nursery office number in case of emergencies; 0207 431 3823.
 9. If you are seated in the room please make sure that your view of the children is unobstructed, that you are sitting where you can see as many of the children as possible.
 10. Avoid small talk with fellow staff members during working hour, save your small talk for your lunch break.
 11. Let the children complete their own work. No parents want to have work done by an adult on their fridge! You may need to show a child how to do something but do not do the activity for them. You can always call a child back at a later stage to finish off their activity if they are willing.
 12. If you use equipment/resources for an activity, please make sure that you put it back in a clean and tidy state. If you are unsure where it is supposed to be stored, please ask.
 13. Ensure all areas are left tidy and clean after each session, including toilets and outside areas.
 14. Try not to spend time talking at length to any parent; the children are our main concern. This does not mean to be unfriendly, but please encourage them to make an appointment by calling Tina/Keren if there are any concerns.
 15. Please make sure that you feedback to Tina/Keren any conversation that you have with a parent, no matter how small.
 16. Smoking is not permitted on the premises. Smokers must
- We hope you enjoy your time with us. Keren's Nursery

