



## Rachel McMillan Nursery School and Children's Centre

### A LIST OF 'NON-NEGOTIABLES'

*(Drawn up by the staff at Rachel McMillan Nursery School and Children's Centre - 3<sup>rd</sup> September 2007.  
Reviewed September 2015)*

- All staff are responsible for the security and safeguarding of all the children
- All staff are responsible for the learning and behaviour of all the children
- All staff have a responsibility to be of assistance to the families within our community
- Conflicts between children should be resolved in accordance with agreed policies
- Staff should not write on children's work (unless they ask you to)
- All staff should greet other people consistently and positively
- All staff should feel able to express themselves and communicate with each other
- All staff/teams should take regular opportunities to reflect on their practice
- All staff should be flexible about where they work
- All staff should take turns - inside/outside/trips
- All staff should be positive role models
- All staff should keep to time
- All staff should attend meetings and inset where agreed
- All staff should keep their paperwork up to date

- All staff and children should be involved with tidying up
- All staff are responsible for tidying up after themselves
- All shelters should try to have trips weekly
- All learning areas must be supervised
- A member of staff must go outside first (before the children)
- Adults in the room where carpet sessions are happening should not engage in intrusive conversations or activities
- Conversations about children and mums, dads and carers should be as constructive and discreet as possible
- Information of a confidential or sensitive nature should only be shared on a need to know basis
- Lunch should be organised and served in family groups
- Staff should encourage, but never make a child eat
- Children should not come back to school for 24 hours after sickness and/or diarrhoea
- Staff should not chew chewing gum on the school site
- Staff should not have their mobile phones on, or in their pockets, during working hours
- There should be no hot drinks around the children



## Rachel McMillan Nursery School and Children's Centre

### A LIST OF 'NON-NEGOTIABLES' *(for students and visitors)*

*All adults are responsible for the security and safeguarding of all the children*

*Conflicts between children should be resolved in accordance with agreed policies*

*Adults should not write on children's work (unless they ask you to)*

*All adults should greet other people consistently and positively*

*All adults should be positive role models*

*All adults should feel able to express themselves and communicate with each other*

*All adults should keep to time*

*All adults should keep their paperwork up to date*

*All adults and children should be involved with tidying up*

*All adults are responsible for tidying up after themselves*

*Adults in the room where carpet sessions are happening should not engage in intrusive conversations or activities*

*Conversations about children and mums, dads and carers should be as constructive and discreet as possible*

*Information of a confidential or sensitive nature should only be shared on a need to know basis*

*Adults should encourage, but never make a child eat*

*Adults should not chew chewing gum on the school site*

*Adults should not have their mobile phones on, or in their pockets, during working hours*

*There should be no hot drinks around the children*