

# The Federation of Spixworth Schools Community Hub



## Code of Conduct for Groups using the Hub

### What should be included in a Parent and Toddler group Code of Conduct?

The document should set out what parents/carers will be responsible for and your expectations of them and/or your ground rules. You will want to write this in conjunction with your safeguarding policy.

### Vision and Values

The Vision and Values of The Federation of Spixworth Schools extend to the Community Hub. We CARE through linking with our Community, enabling Adventure, ensuring Respect for all and aiming for Excellence. This Code of Conduct is in place to ensure everyone knows what is expected of them at the Hub so they can relax, feel supported and have fun at our groups. It is also to ensure that everyone is kept safe.

### Attending one of our groups

Parents/carers remain responsible for the child/children they have brought along at all times. Should your child/children display any unwanted behaviour, the parents/carers are expected to support their child/children to change these behaviours immediately. This means we expect parents/carers to step in if their child or others are at risk of being hurt.

All adults are role models for the children and help to provide a positive environment at the Hub. We expect all adults to use appropriate language at all times including not shouting or swearing. Smacking is not considered appropriate and will not be accepted at the Hub.

When attending focussed groups, adults are expected to join in activities with their children.

When snacks are provided, parents/carers are expected to clean and tidy away any items used. If Hub property has been used by parents/carers, this is expected to be left in the condition it was found. Any defaults must be reported to the adult leading the group.

Parents/carers should take their own children to the toilet. Children should never be left unattended.

All users will complete a registration form in advance of attending a group and sign in on arrival for health and safety reasons. All efforts should be made to let the group leader know if you cannot attend.

Your feedback on the Hub is welcomed and should be shared with any group leader to pass to the Hub leaders.

### What to do in an emergency

All Hub users should read the fire evacuation posters, which are positioned next to the fire exits.

If the fire alarm sounds, all Hub users should leave the building via the nearest fire exit and assemble on the school field. Do not return to the building until told to do so by a Federation leader. Drills take place termly.

If 5 short bell blasts (repeated) are heard. Remain in the building and do not exit until told it is safe to do so by a Federation Leader.

### Personal Belongings

Families should only bring essential personal items to the Hub. Anything that is brought must be clean and remains the responsibility of the parent/carer. A covered area beside the door is available for buggies.

### **Food & Drinks**

Some groups will provide refreshments for children and adults. A restricted kitchen area is provided within the Hub for basic food preparation including warming milk. Hot drinks will remain within the restricted area unless these are within sealed containers. The Hub follows the Federation in being NUT FREE.

Parents/carers should make group leaders aware of any other allergens that need to be considered for the safety of them or their child(ren).

### **Mobile Phones and Photography**

The use of mobile phones in the Hub is discouraged. By prior arrangement and agreement with group leaders, opportunities to photograph special moments of your own child(ren) may be given. No other recording of children, adults or the Hub is permitted.

### **If a parent/carer or their child is unwell**

If you or your child(ren) is unwell, you should not attend the Hub to avoid sharing illness with other users. If you or your child(ren) becomes unwell at the Hub, you should leave as quickly as possible.

First Aid and basic medical support is available.

### **What to do if you are concerned?**

The Hub is included in The Federation of Spixworth School's Safeguarding policy. If you are concerned about something you have seen or heard or the safety or welfare of a family attending or you own family you should speak to a Designated Safeguarding Leader (DSL). Their names and photographs are displayed in the Hub. Concern forms are available in the Hub and can be completed and passed to a DSL.

### **Covid-19 reminders:-**

**Hands** - sanitising both your own and your child's hands regularly and especially before and after playing with any shared toys or resources is recommended.

**Face** - adults may choose to wear a face-covering if they wish. Adults should always cover their faces if they cough or sneeze and should support their child(ren) to do so wherever possible.

**Space** – users are encouraged to keep respectful distances between themselves and others. Groups will have maximum numbers that cannot be exceeded

**Fresh air** – Families may need to bring warmer clothes on cooler days as ventilation will be maximised by opening windows and non-fire doors as far as possible.

### **Toys and Equipment**

Parents/carers should -

- take responsibility for the cleaning of any shared toys or equipment that their child plays with
- ensure any sole use toys and equipment are only used by their child
- ensure that no food plates or utensils used for snacks are shared beyond the household