

Last reviewed 13/05/2004

Horn End Nursery

COMMUNICATION POLICY

It is our aim at Horn End to promote children's language skills. As well as developing clear and accurate speech children should be given opportunities throughout the nursery day to develop their ability to communicate. We will achieve this by ensuring that our staff follow the policy guidance below. Children will be encouraged to model the standards set by our staff.

GUIDELINES

- Children need the opportunity to express, explain and describe their feelings.
- Children should be given opportunities every day to talk with staff on a one-to-one basis.
- Staff should use open questions to develop children's language.
- Always listen to children when they talk to you.
- Eye contact should always be made when speaking to children, parents and other visitors.
- We encourage children to say "please" and "thank you".
- We avoid abbreviations and slang words e.g. "Ta", "moo cow", "choo choo" etc.
- Speak using correct grammar rather than with regional alterations.
- Respond to all communication attempts made by children. This can be done verbally (clap hands, smile) and non verbally ("what a clever...")
- Be aware of your body language when talking to children, parents and staff (e.g. when talking to children crouch down to their level, try not to fold your arms whilst talking etc.)
- It is rarely appropriate to use a loud voice. A raised voice is only permitted to alert a child to prevent an accident. Develop your skills of managing behaviour without the need to do this. REF. Behaviour policy.
- Use the children's proper names or parents preferences e.g. avoid shortening Emily to Em unless asked.