



Staff Behaviour Policy

Pre-school Manager: Nicky Benson-Dare

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

St Peters Busy Bee's Pre-school staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting. All pre-school staff and volunteers also have a responsibility to maintain their reputation and the reputation of the pre -school, both during and outside of working hours. We expect all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required.

Aim

We aim to encourage staff to meet the highest possible standards of conduct. We want our staff to represent our pre-school positively and we expect them to conduct themselves professionally at all times.

- Staff treat everyone attending the pre-school (children, parents/carers and visitors) courteously and with respect.
- Staff value all of the children in the setting as individuals.
- Swearing and abusive behaviour are not tolerated from anyone at the pre-school. If any member of staff exhibits such behaviour they will be subject to the pre-schools disciplinary procedures.

Procedures

Behaviour

Our staff team are ambassadors for St Peter's Busy Bees Pre-school and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the pre-school (children, parents/carers and visitors) courteously and with respect. We also expect staff to value all of the children in the setting as individuals. Swearing and abusive behaviour are not tolerated from anyone at the pre-school. If any member of staff exhibits such behaviour they will be subject to the pre-schools disciplinary procedures.

Dress code

Whilst working at St Peter's Busy Bees Pre-school, staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Confidentiality and social media

Staff must not pass on any information about children attending the pre-school, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the pre-school, the press, etc.)

Posting any material relating to the pre-school or its users on social media sites (unless expressly permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

Use of mobile devices and cameras

Staff personal mobile devices must be kept in the box in the kitchen, during working hours. If a member of staff needs to make an urgent personal call they are able to use the pre-school phone or their own phone with permission of management. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the manager. Staff must take personal calls outside of the main hall entrance.

We do request that staff use the pre-school phone number as a main contact in case of emergencies such as schools needing to get in contact or a family member needing to speak to them urgently, whilst they are working Staff may only use the pre-school ipads to take photographs of children in the setting. Staff must never use their personal mobile phones or cameras to take photographs in the pre-school during working hours, doing so will be considered gross misconduct and may result in instant dismissal.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on the pre -school premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto the premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the manager immediately. Any prescribed medication needed by a staff member whilst at the pre-school, must be stored safely in the kitchen, out of reach and sight of the children attending.

Staff leave and holiday

Staffs are encouraged to only take holidays outside of term time. Where staff may need to take time off for any reason other than sick leave or training, cover is to be found prior to consent being given by the manager.

Where staff are unwell and take sick leave in accordance with their contract of employment, cover is organised via the bank staff register to ensure ratios are maintained. The manager is to be informed by 7am, with a description of the illness, and expected return date. Sick leave is monitored and action is taken where necessary, in accordance with the contract of employment.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.