Staff Behaviour Policy
(Code of Conduct)

Little Pennies Pre-school values the professionalism and individuality of our staff, volunteers and students. We wish to ensure that the staff reflect the high standards of our pre-school and represent the pre-school in dealings with the children, parents, carers, other professionals and the public. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

Failure to comply with the associated pre-school policies may result in disciplinary action being taken.

Staff, volunteers and students are expected to adhere to the following code of conduct:

- Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues and other professionals who use the pre-school. Staff will maintain a professional approach at all times.
- Staff should be flexible, reliable and punctual, hardworking and motivated.
- Staff should ensure their knowledge and expertise is up to date and relevant.
- Staff will not use inappropriate or discriminatory language or use aggressive behaviour at any time.
- Staff will not smoke on the premises (visitors and families will also be informed that we have a ‘no smoking policy’ at the pre-school and be asked to respect this.)
- Staff will not come to work under the influence of alcohol or drugs including prescribed medication that may hinder their ability to work safely within the pre-school. (See No Smoking, Alcohol, Drugs policy)
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will adhere to the Pre-School dress code, discussed during induction.
- At all times staff will adhere to and follow the policies and procedures laid down by the Pre-School Committee.
- Staff will respect all areas of confidentiality at all times.
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates, ensuring inclusive practice is provided at all times.
- Staff are recognised as representatives of the Pre-School and as such will act appropriately and not by association, bring the reputation of themselves or the Pre-School into disrepute.
- Staff must understand and implement our Safeguarding Children policy. Ensure knowledge of safeguarding requirements is up to date, identify signs of possible abuse
and neglect at the earliest opportunity and respond to it in a timely and appropriate way in accordance with procedures.

- Staff will act in an appropriate manner when accessing social networking sites, having regard for the settings e-Safety and Acceptable Use Policies. Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the pre-school reputation into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with young children. Staff must not accept parents as friends on social networking sites and must declare existing friends who become associated with the pre-school. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.

- Staff will be respectful of pre-school equipment both in the setting and when used outside of the setting and are aware that they may be required to cover the cost of lost/damaged items eg. Ipads used at home for completion of learning journals.

- Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting.

- All staff are required to inform the manager if themselves or anyone living or working in their household has a disqualification (in accordance with regulations made under section 75 of the Childcare Act 2006). If this occurs they may not continue as an Early Years Practitioner without a waiver obtained through OFSTED.

Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

The Manager, staff and volunteers and any other individual associated with the running and management of the setting will respect confidentiality by:

- Not discussing individual incidents, behaviour or information of children in front of parents/carers and other children
- Not discussing confidential matters concerning children with other parents/carers
- Not discussing confidential matters about parents/carers with children or other parents/carers
- Not discussing confidential information about other staff members
- Only passing sensitive information, in written or oral form, to relevant people
- Not disclosing any information from pre-school to any others including friends and family.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy will override confidentiality on a ‘need to know’ basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary and Grievance Procedures (appendix A & B) on staff contracts.
If a member of staff or volunteer works in more than one setting, they must be aware that they must not share information regarding children and families between settings. If there are concerns about a child’s safety, please refer to the Safeguarding Policy.

**Absences**

If staff are unable to attend work due to illness or other reasons, they must contact the Pre-school Manager or Business Manager prior to the start of the working day if possible, or by 7am at the latest on the morning they are due to attend. Staff should indicate why they are unable to attend work and when they expect to return. The Manager will keep records of all sick leave, other absences and lateness.

This policy was adopted at a meeting of Trustees held on .................................................................

And was checked and re-affirmed on ..................................................

Signed on behalf of The Little Pennies Pre-school

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