



5.2 Staff Behaviour Policy

Safeguarding and Welfare Requirement: Staff

Staffing arrangements must meet the needs of all children and ensure their safety

Policy statement

All members of staff at The Village Nursery are required to adhere to the following code of conduct.

Staff must be familiar with, understand and adhere to all the setting's policies and procedures at all times.

Staff must observe all the codes of conduct as laid out in the setting's Employee Handbook, a copy of which is provided to all staff on their induction into the Nursery. Further copies can be obtained from the Manager.

General Conduct

- Staff will wear the uniform provided and will otherwise wear appropriate length and fit shorts, skirts or trousers.
- Staff will wear sensible non slip shoes whilst on duty.
- Staff are requested to wear long hair tied back when working with the children and will wear it tied back at all times when working in the kitchen.
- Staff must make sure they are ready to start work at 8.45 am or 8.30 am if they are on outside duty.
- Staff are to keep the children's Learning Journals up to date, complete the 2 year old check in compliance with the revised EYFS and complete Individual Development Maps and Transfer Summaries in a timely fashion.

- Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner as detailed in our nappy changing policy and must generally abide by the setting's Health and Safety policies and procedures.
- Staff are not to write observations while the children are present (notes are permitted).
- Staff are not to have non-work related conversations in front of the children. Child centred attention is paramount at all times.

Illness, Health & Medication

- Staff must inform the Manager and their Group Leader before 08:00 am if they are sick and unable to attend.
- If a member of staff is taking regular or irregular medication or has a health issue that may prevent them from carrying out their duties to the best of their ability, they must share this information with the setting's Manager. All medication must be kept in the office during session time.

Code of Conduct

- Staff must not smoke on or around the premises, designated place only to be used.
- Staff must abide by the setting's confidentiality and information sharing policies and to only share information appropriately and when required.
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.
- Staff will not show favouritism to colleagues or children.
- Staff must not behave or speak in a discriminatory manner under any circumstances.
- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room. If a senior member of staff requires a member of staff to stay for a short period, after their normal working hours have finished, then they are required to do so, whilst engaging with the children in the setting's care.

Safeguarding

- All members of staff must report to the Designated Safeguarding Officer any safeguarding issues or safeguarding concerns which may occur at the setting. Should these issues or

concerns not be addressed in a satisfactory manner by the Designated Safeguarding Officer, staff must report directly to the Single Point of Access (020 8891 7969).

- All members of staff must report to the Designated Safeguarding Officer any safeguarding issues which may occur in their homes as well as any allegations made against them or anyone living in their household on a permanent or temporary basis as well as against a partner who may not be living with them.
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Phones must be switched onto silent and put away securely. Staff are permitted to check phones during their lunch breaks. Staff should inform any interested party (children's schools, partners, etc) of the Nursery's telephone number, which they can call should the need arise. In emergency circumstances, staff may place their phones in the office under the care of the Manager to field calls.
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children or staff, both past and present, on any social networking site. Staff may not befriend parents on social networking sites unless they were friends before. Staff may not socialise with parents outside of the setting unless they were friends before.
- Staff must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour.
- Staff will not be permitted into the nursery if there is any indication that they are under the influence of alcohol or substance misuse.
- All concerns must be referred to a manager and a record of the staff member's concerns is to be kept and placed in the safeguarding folder.
- Staff must never let strangers into the setting without first asking them to identify themselves and seeking clearance from the Manager.
- Staff will ensure that all children will be safely signed in by their parents or designated carers.
- Staff will ensure that children will be released into the care of their parents or designated carers only and will ensure that children are safely signed out.
- Staff must always inform a colleague when leaving to change a child's nappy or clothes.
- Because of their daily and sometimes intimate contact with children in a variety of situations, staff are vulnerable to accusations of abuse. Staff should take care not to put themselves into situations that may lead to allegations being made against them. It is advisable that at all times, or when possible, that staff ensures that they are not left alone with children. There should always be two staff members in view or hearing of children, when possible, in order to protect both staff and children.

This policy was adopted by The Village Nursery School on September 17th, 2016.

This policy was last reviewed on _____ by _____

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Name of Signatory: Julia Robinson or Kerry Waterworth

Role of Signatory: Principal or Office Manager