

## **Safeguarding and Welfare Requirement: Suitable People**

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles.

**Come and Play Preschool**



Registered Charity No. 1022409

## **2.3 Staff Behaviour Policy**

### **Introduction**

This policy has been developed to ensure that all staff are aware of the pre-schools requirements in regard to their conduct and behaviour within the pre-school and outside.

### **Professional Conduct and Boundaries**

Pre-school staff are always expected to conduct themselves in a professional manner whilst in the pre-school and adhere to the confidentiality policy. Staff are expected to be polite, respectful, and courteous to parents and carers at all times, whilst maintaining a sensitive understanding of cultural and religious differences. Staff should be aware of location and who is in the vicinity when discussing parents and children, ensuring that these discussions are not overheard.

Come and Play Pre-school recognises that relationships will naturally form between parents and staff during their child's time at the pre-school. However, Come and Play Pre-school does not promote these relationships to overstep professional boundaries, for example discussing other members of staff, parents or incidents that have occurred within the pre-school. This would be taken as a serious breach of confidentiality and the pre-schools disciplinary procedures would be enforced.

Come and Play Pre-school discourages social networking eg, Facebook, interactions with parents who are not pre-existing friends or staff members. Staff are advised not to disclose the pre-schools name on any social networking sites. Come and Play Pre-school recognises that once parents and their children have left the pre-school, staff members may become friends on social networking sites, though confidentiality procedures still apply.

If staff have a close relationship with a parent, they should disclose this to the pre-school leader.

During their professional role staff will at times liaise with external bodies, such as Ofsted, Social Care, or the local authority. Staff will conduct themselves in a professional manner ensuring the positive reputation of the pre-school is maintained. Staff need to be aware of the importance of clear communication and record keeping.

Come and Play Pre-school recognises that staff may have personal problems and are able to speak to the pre-school leader about these. These, however, should not interfere with staff member's roles and responsibilities within the pre-school. If this has a negative impact

on the pre-school, additional support will be identified, and the situation will be monitored. In extreme cases the disciplinary and grievance procedure will be followed.

The pre-school does not encourage staff to take part in babysitting services for parents of the pre-school or children's birthday parties.

It is expected that all staff, volunteers, and students should be:

- Flexible and reliable
- Punctual and good attendance
- Hard working, work as a team and willing to do as directed
- Friendly and a positive role model to everyone, children, parents, and other staff
- Supportive to colleagues
- Welcoming to everyone within the pre-school
- Communicate with each other in a positive manner
- Maintain high standards of safety and hygiene
- Act in the best interests of the children always
- Always support British Values including democracy, rule of law, individual liberty and mutual respect, tolerance of those with different faith and beliefs
- Staff must report any suspicions that a child has been subjected to FGM
- Read, sign, date and always follow all pre-school policies and procedures and implement them
- Ensure they are appropriately dressed for the work place
- Keep personal possessions out of reach of children

Staff taking medication/other substances:

- Inform the pre-school leader of any medical conditions or medication that may affect their daily work
- Must not be under the influence of alcohol or any other substances that may affect their ability to care for children
- Staff medication on the premises must always be securely stored and out of reach of children

### Medical/Dental Appointments

Due to the nature of the business staff are requested, if possible, to attend doctor, dentist, or hospital visits outside of pre-school hours.

### Staff Illness/Absence

Staff should telephone the pre-school leader as soon as possible to inform of any absence so that cover can be found before the pre-school session starts.

This policy was adopted on

12/2/2020

Date to be reviewed

Spring 2023

Signed by committee chairperson

Signed by preschool leader