



Registered Charity No. 1022409

2 Suitable people

2.4 Staff Behaviour Policy

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

Professional Conduct and Boundaries

Preschool staff are always expected to conduct themselves in a professional manner whilst in the preschool 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.

We recognise that relationships will naturally form between parents and staff during their child's time at the preschool. However, we do not promote these relationships to overstep professional boundaries, for example discussing other members of staff, parents or incidents that have occurred within the preschool. This would be taken as a serious breach of confidentiality and the preschool disciplinary procedures would be enforced.

We discourage social networking e.g. Facebook, interactions with parents who are not pre-existing friends or staff members. Staff are advised not to disclose the preschool name on any social networking sites. We recognise that once parents and their children have left the preschool, 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 preschool manager.

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 preschool is maintained. Staff need to be aware of the importance of clear communication and record keeping.

We recognise that staff may have personal problems and are able to speak to the preschool manager about these. These, however, should not interfere with staff member's roles and responsibilities within the preschool. If this has a negative impact on the preschool, additional support will be identified, and the situation will be monitored. In extreme cases the disciplinary and grievance procedure will be followed.

The preschool does not encourage staff to take part in babysitting services for parents of the preschool 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 preschool
- 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 preschool 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 preschool Manager 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 preschool hours.

Staff Illness/Absence

Staff should telephone the preschool manager as soon as possible to inform of any absence so that cover can be found before the preschool session starts.

This policy was adopted on

6th September 2023

Date to be reviewed

6th September 2024

Signed by committee chairperson

Signed by preschool manager
