

2.3 Staff Behaviour Policy

Policy statement

Parents, children and all committee members are entitled to expect the highest standards of conduct from all the staff, and it is regarded as an essential part of safety and wellbeing of children and their individual needs. The aim of this policy is to provide guidelines which help us maintain and improve standards and protect staff from any misunderstandings or criticism.

Procedures

On induction all staff are introduced to the settings Policies and Procedures including Safeguarding, Valuing Diversity and Equality, Health and Safety etc. and given access to a copy all the Policies online along with all other relevant documentations such as EYFS statutory Framework and HSE Manual handling, Health and Safety. Staff must ensure that they read the policies and procedures and adhere to them. Staff must ensure that they are ready to start work at the beginning of their shift and remain professional, at all times, throughout it. Failure to do so may result in disciplinary action.

Standards.

We expect all our staff to provide the highest level of care to the children and if necessary, give advice to parents.

Also give advice to other members of staff demonstrating themselves as positive role models in respect to professional behaviour.

We expect high levels of professional standards at all times, this includes communicating effectively and professionally according to individual needs. Staff must not use inappropriate language, remarks and or gestures.

Staff will be expected to raise and report deficiency in the standards, others behaviour or actions, without fear of recrimination as stated in our Safeguarding and whistle blowing policies.

Confidentiality and disclosure of information

All staff must abide by the settings confidentiality, Safeguarding and information sharing Policies.

Information shared is deemed confidential or need to know basis unless otherwise confirmed with the person disclosing the information.

Safeguarding and Child protection.

All staff must abide by the settings Safeguarding policy and complete Safeguarding training and training updates. This includes induction to Safeguarding, CSE, Prevent and FGM training. All staff are aware that it is everyone's responsibility and duty to report concerns to the setting designated lead and or deputy. They must know where to access the relevant information and the setting Safeguarding criteria.

All staff know how to share, report and document concerns. They are also aware that this information is sensitive and confidential.

All staff must have an Enhanced DBS certificate and sign up to the update service.

Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

They must complete a self-Health declaration form and update this information in supervisions.

Staff must declare any changes to personal circumstances.

All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).

All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.

We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

Appearance

The appearance in which we present ourselves to each other, parents and visitors is important as we are representing the setting.

The staff are provided with uniform in the form of polo shirts and hoodies. Staff must wear this uniform at all times in work and at promotional events. Staff must also wear appropriate bottoms, such as jeans, shorts etc dependant on weather and fit for purpose, being aware of the physical demands in the role. This also applies to foot wear. Staff must be aware of the risk of wearing open toes shoes.

Please be aware that whilst in uniform out of the setting you are still representing the setting.

Medication and health conditions

Staff must declare any medication that they are taking on their Self Health declaration form. The medication prescribed, duration of prescription and if it will impair the staffs ability to care for children.

Staff must also declare any health conditions and their treatments. Staff must also declare any disabilities. Staff must notify management and declare illness following the guidance on infection control, including exclusion periods.

Drugs, Alcohol and smoking

Staff must declare on health declaration if they smoke and alcohol intake per week.

Except for prescribed medication, employees must not take any substance that might affect their ability to work. Staff must not consume or be under the influence of Alcohol or drugs during the hours of work.

No smoking is permitted in or on the school/preschool site. We request that staff do not smoke in their uniform for health and safety, transfer of smoke, reasons.

Boundaries

Staff should behave appropriately outside the work setting. They must maintain professional integrity and recognise appropriate boundaries. This includes not sharing personal phones numbers with children and or parents.

Facebook. If staff have parents or carers of our setting as friends on social media they should be personal to them. Staff must not comment on the workplace, children, parents or staff. They must not relate comments to issues or concerns raised in the work place. They must also be aware that the comments they make reflect on their reputation and the settings. There should never be any photos of the setting and or the children. Staff should ensure that their profiles are closed.

The staff will not offer services, such as child care or babysitting service outside the setting. This is seen as a conflict of interest to their position in setting. Staff must disclose this to parents if asked to provide a service and disclose this to the manager.

Mobiles phones

Staff will secure their personal phones in the tin at the start of work and not retrieve them until the end of session.

Best practice is that staff give the setting main number for main point of contact during the working day.

Use of mobile phones or having them on person, without permission, will result in disciplinary action.

All visitors to the setting will be asked to hand over their phones and or iPad for security.

On site No phones permitted unless authorised and supervised.

This is all documented in our Safeguarding and E Policies.

CPD (continuous Professional Development).

Staff are required to provide certificates of qualifications upon application, a copy of which is held on their staff files. Staff will read the Training and development policy and understand the supervision and Appraisal system. Training needs will be identified and staff commit to completing the relevant statutory training and have to opportunity to train in other relevant courses, as identified.

The Manager will access the training. The Manager, Deputy and Committee will support and encourage all staff to complete them.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- Data Protection Act (1998)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2015)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check

- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Keeping Children Safe in Education, Gov.UK statutory guidance.
- Effective Support for children and families in Somerset 2017
- HSE Incident reporting in schools (accidents, disease and dangerous occurrences).
- Serious Accidents, injuries and death that registered providers must notify Ofsted and local child protection agencies 2011

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____