



Micheldever & Stratton Preschool Staff Behaviour Policy (Revised 4th December 2022)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunity.

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

We believe at Micheldever & Stratton Preschool that all members of staff are required to adhere to the following code of conduct. Staff must be familiar with, understand and adhere to the setting's policies and procedures at all times. Staff must observe all the codes of conduct and agree to abide by them.

Procedures

General Conduct

- All staff will be expected to wear suitable clothing alongside an appropriate length of skirt, trousers or shorts whilst working for the pre-school.
- 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 8.00 am or 8.30 am or 12.30 pm if they are on a slightly late shift.
- 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 & aprons when dealing with bodily fluids & changing nappies and must generally abide by the setting's Health and Safety policies and procedures.
- Staff are not encouraged to have non-work related conversations in front of the children. Child centred attention is paramount at all times.

All members of staff at Micheldever & Stratton Preschool are required to adhere to the following code of conduct. Staff must be familiar with, understand and adhere to the setting's policies and procedures at all times.

Illness, Health & Medication

- Staff must inform the manager before 07:00 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 out of reach of children in the medicine box in the kitchen during session times.

Code of Conduct

- Staff must not smoke on or around the premises, designated place only to be used. Please see the smoking policy for further information.
- 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.
- 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 unless in an emergency or upon the managers approval for photo opportunity which must be uploaded to Tapestry and then deleted immediately whilst on duty at the setting. Phones must be switched onto vibrate and put away securely in the kitchen. Staff are permitted to check phones during their lunch breaks. Staff should inform any interested party (children's schools, partners, etc) of the preschool's telephone number, which they can call should the need arise.
- 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 preschool if there is any indication that they are under the influence of alcohol or substance misuse.
- All concerns must be referred to the 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 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.

Gross Misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health & safety requirements
- Physical violence
- Ignoring a direct instruction given by the Supervisor
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989

The manager & chairperson will investigate the alleged incident thoroughly before any decision to dismiss is made.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Anti-Bullying*
- *Children's Rights & Entitlement Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *Critical Incident Policy*
- *Daily Running Policy*
- *Employment & Staffing Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person Policy*
- *Key Person & Settling Policy*
- *LADO Policy*
- *Looked After Children Policy*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *No Smoking Policy*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*
- *Parent Involvement Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*

- *Positive Behaviour Policy*
- *Provider Records Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Safeguarding Policy*
- *Staff Alcohol & Drugs Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Usage, Storage & Retention Policy*
- *Whistleblowing Policy*

This policy will be monitored and evaluated at committee meetings. It will be reviewed annually and unless new legislation or an incident occurs which requires an immediate review of this policy

December 2022

Review Date: December 2023

*** This Notice was adopted by the committee on 26/01/21**

Signed: Sam Smith _____

*This document was agreed via email by our Trustees as we were unable to hold our policy meeting due to the Covid-19 virus (Jan 2021)

Reviewed Date: 18/12/22

Signature: Mrs N L Mann-Rae

Amendments: Removed FS policies

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments:

Reviewed Date:

Signature:

Amendments: