

Staff Behaviour Policy

Code of conduct, staff behaviour and social media.

As a member of staff of Windmill Pre School you are required to adhere to the following code of conduct

* Staff must adhere to all the setting’s policies and procedures at all times.
* Staff will wear the uniform provided.
* Staff must observe confidentiality at all times both inside and outside the setting
* Staff must inform the designated person by calling (not by text) before 07.00am if they are sick and unable to attend.
* Staff must make sure they are ready to start work at the beginning of their session
* Staff must not have inappropriate conversations and use inappropriate language around the children.
* Staff must not smoke on or around the premises - this also includes vaping and e-cigarettes.
* Staff must abide by the settings confidentiality and information sharing policies and to only share information appropriately and when required.
* Staff are to keep the children’s Learning Journeys up to date, complete the 2 year old check in compliance with the revised EYFS.
* Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.
* Staff will not show favouritism towards a child.
* Staff will not pick up or carry a child unless that chid is hurt or upset, the member of staff should sit down as soon as possible. Once the child is calm and settled, child must be put down.
* Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks.
* Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner (place in a bag and then take to the main refuse bin)
* Sickness bugs: staff are not permitted to return to work for a period of 24 hours after the last episode.
* Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room.
* Medication - If you are taking regular medication you must inform the settings Manager Claire Baker or the Deputy Manager Aimee Hale of any possible side effects which may prevent you from carrying out your duties. All medication must be kept in the office and a staff medication form to be completed.

**Safeguarding**

* As a member of staff of Windmill Pre School, you are required to inform the Manager or Deputy Manager of any safeguarding issues which may occur at home or any allegations made against yourself.
* 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 placed in the office. You are permitted to check your phone during your lunch break.
* Staff must prevent the abuse of children through bullying, cruel or humiliating behaviour.
* Staff will not be permitted into the Pre-School if there is any indication that they are under the influence of alcohol or substance misuse.
* All concerns must be referred to the Designated Safeguarding Officer Alina Hawes and a record of your concerns will be kept and placed in the safeguarding folder.
* Never let strangers into the setting without first asking for Identification.
* Children will be released into the care of their parents/carers. If there is a third person to collect the child. We state that the parent has to call ahead to inform us first and then give the password out to the third Person.

**Safeguarding for staff**

* Always inform a colleague when leaving to change a child’s nappy or clothes because of a toileting accident.
* 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 be placed in the office. You can check your phone on your lunch Break.
* 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 and staff, both past and present, on any social networking site. As a member of Windmill Pre School you may not befriend parents on the social networking sites unless you were friends before.
* Staff who babysit for the parents/carers are asked to sign a babysitting disclaimer.
* Inform the named person for safeguarding of any safeguarding issues regarding your colleagues all details given will be treated confidentially.

**This policy was reviewed 21st of September 2021**

**Bryony Smith – Chair of Windmill Pre-School Management Committee**

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**Claire Baker – Manager of Windmill Preschool**