



Little Me  
Pre-School



Little  
Muddy Me

## Staff Behaviour Policy

We expect all our staff to behave in an exemplary way at all times. Staff who work in the provision set examples of behaviour and conduct which can be copied by the children.

- Staff are expected to treat children with courtesy, sensitivity and respect.
- Staff must attend all safeguarding training provided by the lead practitioner and, when required, training provided by the Local Safeguarding Children Board/Local Authority.
- Staff must never give guarantees of confidentiality or secrecy to children or adults.
- Staff will be trained in how to support children with nappy changing and toileting.
- Parents should be informed that touch and physical contact is essential in order to provide sensitive, high quality care and educational provision. Physical contact is necessary in the carrying out of staff professional duties e.g. cuddling a child who has hurt themselves, sitting together on the sofa reading a book or holding a baby when feeding.
- Staff must avoid using inappropriate language or actions when speaking with parents or children and we expect parent's to refrain from this also.
- Staff have a duty to safeguard children from: physical abuse, sexual abuse, emotional abuse and neglect. Concerns must be reported to the lead practitioner immediately. The Whistleblowing Procedures of the setting must be followed if staff continue to be concerned about a child's welfare or safety.
- Photographs may only be taken on the provision camera and printed through the provision printer. They must not be uploaded onto the internet without permission from the safeguarding lead practitioner. Misuse of the internet will lead to disciplinary action.
- Staff must not use mobile phones during working hours, apart from if they are on a break and in a different area of the setting from the children. A staff mobile phone is provided for outings.
- If a staff member uses physical restraint to protect a child from hurting themselves or others it must be immediately reported to the safeguarding lead practitioner and recorded.
- Staff are expected to dress suitably for working with children and to be neat and professional in appearance.
- Smoking is not permitted during working hours and staff must not smell of smoke when working. This includes E-cigarettes.

- Use of alcohol and illegal drugs or legal drugs that impact on ability to care for children is not permitted during working hours and staff must not arrive at the setting under the influence of alcohol or illegal drugs.
- If a staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner, they must inform the safeguarding lead practitioner as soon as possible.
- If a staff member knows that they are or might be disqualified from working with children or disqualified by association with another person who is disqualified from working with children, they must inform the safeguarding lead practitioner as soon as possible.
- Staff are expected to arrive on time and to complete their daily duties before departure.
- Staff must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential.