



Staff Behaviour Policy (Code of Conduct)

Introduction

- This policy outlines clear guidance for standards of behaviour expected from all staff at the Setting. The principles underlying the guidance aim to support staff in meeting the highest possible standards of conduct and minimise instances of inappropriate conduct.
- Staff should be aware they are in a position of responsibility and trust as role models for the children in the setting. Consequently, they must conduct themselves in such a way as to set a positive example.
- Staff are responsible for their own individual reputation and that of the nursery, during work hours and outside working hours.
- Reference to staff includes: volunteers, casual workers, student placements and apprentices.
- The Setting requires that all staff have read and agreed to this policy.
- Failure to comply with this policy will lead to disciplinary action, including, but not limited to, dismissal.
- This policy is not an exhaustive list of standards of behaviour. In situations for which guidance does not exist, staff must use their professional best judgement, acting in the interests of the children and nursery.

Professional Behaviour and Conduct

- Staff are expected to demonstrate the highest possible standards of personal and professional conduct and act consistently with honesty and integrity. The Setting staff must treat all children, parents and the wider community with respect and dignity at all times.
- The Setting staff must act in accordance with their duty of care to children to ensure the children's safety and welfare is paramount.
- Staff must show fairness in their treatment of all children, avoiding behaviours which may embarrass or humiliate children, such as sarcasm or jokes, or favour particular children.
- Staff must not behave in a way that brings the nursery into disrepute, whether in their behaviour during or outside working hours. Staff should act according to the values, ethos and nursery policies at all times.

Dress and Appearance

- The Setting recognises that dress and appearance are subject to personal choice but encourage staff to dress in a manner that is suitable to their professional role and image.
- Staff should be dressed safely and appropriately for tasks they undertake.
- Tattoos and body art must be covered whilst in nursery. Discreet earrings are acceptable but all other body piercings must be removed during working hours.

Smoking, Alcohol and other substances

- The Setting is a non-smoking site. Staff must not smoke, use e-cigarettes or vape on nursery premises.
- Staff must not smoke whilst working or supervising nursery children offsite.
- Staff must not consume or be under the influence of alcohol or illicit substances near or on the nursery premises.

Gifts/Hospitality

- Staff should be careful not to accept gifts/hospitality offered that may be construed as a bribe by others or suggest preferential treatment to the giver.
- On occasions where children or parents wish to give a small token of appreciation (religious festivals/end of year) to staff this is acceptable.
- Staff must not give children personal gifts and any rewards given must be in accordance with The Setting behaviour policy, not based on favouritism.

Physical Contact with Pupil

- On occasions where it is proper and appropriate for staff to have physical contact with children, they must do so only in a manner appropriate to their professional role. The contact must be in response to the children's needs at that time, of limited duration, appropriate to their age, stage of development, gender, ethnicity and background.
- Staff should use their professional judgement in deciding the appropriateness of each physical contact since action appropriate in one context with a particular child may be inappropriate in another.
- Staff should be alert to the fact that physical contact may be misconstrued by a child or observer, even if well intentioned. Staff must be prepared to explain actions and accept all physical contact is open to scrutiny. Staff must not engage in rough play with children.
- If a member of staff believes an action could be misinterpreted, the incident and circumstances should be reported to your manager, recorder, and, if appropriate, a copy placed on the child's file and parents should be informed.

E-Safety

- Staff must ensure their use of social networking sites doesn't bring the nursery into disrepute. Staff should adopt the highest security measures on profiles they have.

- Contact or friend requests with a child's family member on social media platforms is prohibited.
- Mobile phones and personal devices (including smart watches) must not be used during formal nursery time.

Photography, video and images of children

- Photographs or video footage of children should only be taken using nursery equipment for purposes authorised by the nursery and should be stored securely.
- Permission should be obtained at all times prior to using pictures of children.

Confidentiality

- Staff must not disclose any confidential information about children/siblings/parents to outsiders.
- If staff encounter an action which is considered confidential it must not be discussed outside nursery but reported and dealt with in accordance to nursery policies and procedures.
- Staff have a statutory obligation to share with The Setting's Designated Safeguarding officer any information which gives rise to concern about the welfare or safety of a child that might suggest they are in need or at risk of significant harm. Staff should pass on information without delay in accordance with The Setting safeguarding policy and procedures and this should be recorded. Staff must never promise children that they will not act on or pass on any information that they are told by a child.

Compliance

- All staff must confirm they have read, understood and agree to comply with this policy.

This policy was adopted at a meeting of	Tiggers Nursery	<i>(name of provider)</i>
Held on	01 September 2023	<i>(date)</i>
Date to be reviewed	01 September 2024	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Andrew Pitayanukul	
Role of signatory (e.g. chair, director or owner)	Director	

