

Staff Behaviour Policy

The aim of this policy is to inform all adults associated with the setting about acceptable and desirable levels of conduct to safeguard both children and adults.

Confidentiality – All staff, volunteers and members of the Management Team are aware of and follow the pre-school confidentiality policy and understand the importance of confidentiality and when information should be shared. See Confidentiality policy.

Power and positions of trust – Staff are aware of their position of trust. We ensure this is not exploited through staff training, supervision, appraisals. Staff are visible and audible to other staff in the setting. Procedures for Whistleblowing, Complaints, and Allegations against staff are in place (see relevant policies).

Propriety and behaviour – Staff recognise the importance of maintaining public confidence in their professionalism, and their ability to safeguard the welfare and best interests of children.

- We ensure staff are aware of maintaining privacy and professional boundaries.
- **Gifts, rewards and favouritism** – Staff should only receive gifts appropriately and visibly eg Christmas, end of year. Any personal gifts not meeting this criteria should be declared to the Supervisor. Staff should be aware of what is/is not acceptable in term of accepting gifts. The giving of personal gifts in a non-visible or planned way (such as with the Bibles) is not appropriate and could be interpreted as a gesture either to bribe or groom.

Dress and appearance – We provide a uniform for staff to wear. Staff should dress appropriately for the role. Should a member of staff have visible tattoos not covered by the uniform provided, the Supervisor will discuss whether these need to be covered depending on the tattoo. We do not allow clothing, tattoos or similar which are contrary to the setting's professional duties, policies or ethos eg offensive or discriminatory language/images. Piercings should be considered in terms of the safety of the member of staff/children.

Social networking – The setting has a social networking policy in place that provides clear expectations of staff. See Social Media and Technology Policy.

Social contact outside of the workplace – The setting provides guidelines for social contact outside the setting. See Social Media and Technology Policy and Safeguarding Policy.

Physical contact – The setting operates a Physical Handling Policy to that any physical contact is appropriate to the age, stage of development and context for each child.

Intimate Care – The setting operates a system for providing Intimate Care. See Intimate Care Policy.

Behaviour management – The setting operates a system for Providing Intimate Care. See Behaviour Management Policy.