

## 29. Staff behaviour Policy

### 29.1 Statement

Wyke Community and Children's Centre is committed to ensuring that we provide a friendly, safe and respectful environment for all children, staff and families. To achieve this we ask that all staff must be familiar with, understand and adhere to all the settings' Policies and Procedures at all times.

Staff must also observe all the codes of conduct as laid out in the setting's Employee Handbook, a copy of which is provided to all staff on their induction into the Nursery. Further copies can be obtained from the Manager.

### 29.2 General Conduct

- Staff will wear the uniform provided and will otherwise wear appropriate length and fit shorts, skirts or trousers.
- 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 the time of their allocated shift for the day.
- Staff must maintain a professional manner at all times, ensuring that they appear tidy and clean.
- Staff must ensure that language used is always appropriate, respectful and conversations remain of a professional nature only.
- Staff must not behave or speak in a discriminatory manner under any circumstances.
- Staff must abide by the setting's confidentiality and information sharing policies and to only share information appropriately and when required.

### 29.3 Room Management

- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room.
- Staff must always ensure that they follow any staff deployment rotas within the rooms or outdoor area in which they are responsible for supervising.
- Staff on Early shifts must ensure Daily Risk assessments are completed and any hazards are addressed.
- Staff must ensure that children are always signed in and out of the setting on the register.
- Staff must ensure that a full sweep of any area is completed before exiting the area.
- Staff must not allow children to leave the premises with unauthorised personnel.

### 29.4 Illness, Health & Medication

- Staff must inform the Manager before 08:00 am if they are sick and unable to attend work.
- 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 in the office during session time.

- If a staff member becomes unwell whilst at work they must inform their line manager immediately
- 29.5 Safeguarding**
- All members of staff must report to the Designated Safeguarding Lead any safeguarding issues or safeguarding concerns which may occur at the setting. Should these issues or concerns not be addressed in a satisfactory manner by the Designated Safeguarding Lead, staff must report directly to the Social Services integrated assessment team on 01274 437500
  - All members of staff must report to the Designated Safeguarding Lead 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 whilst on duty at the setting. Phones must be switched onto silent and kept in the reception office. Staff are permitted to check phones during their lunch breaks. Staff should inform any interested party (children's schools, partners, etc) of the Nursery's telephone number, which they can call should the need arise. In emergency circumstances, staff may place their phones in the office under the care of the Manager to field calls.
  - 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 site. Staff may not socialise with parents outside of the setting unless they were friends previous to the child beginning childcare.
  - 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 nursery if there is any indication that they are under the influence of alcohol or substance misuse.
  - 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.

**29.6 Roles and responsibilities**

All employees have a responsibility to ensure that this policy is understood and followed. Senior management have a responsibility to ensure that this policy is followed by all staff.