

Staff Behaviour Policy

Staff are expected to adhere to the following behaviour code:

- Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues and other professionals associated with the nursery. Staff will maintain a professional approach at all times.
- Staff will not smoke, vape or use e-cigarettes on the premises (visitors and families will also be informed that we have a 'no smoking' policy at the nursery and be asked to respect this).
- Staff will not come to work under the influence of alcohol or drugs including prescribed medication that may hinder their ability to work safely within the nursery.
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will adhere to the nursery dress code.
- Staff will adhere to and follow the policies and procedures of the nursery.
- Staff will respect all areas of confidentiality at all times.
- Staff will respect the opinions and diversity of all families, children, colleagues and visitors.
- Staff are recognized as representatives of the nursery and as such will act appropriately and not by association, bring the reputation of themselves or the nursery into disrepute.
- Staff will act in an appropriate manner when accessing social networking sites.

- Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the nursery into disrepute. Images or messages must not be posted that can be deemed inappropriate for someone working with young children. Staff must not accept parents as friends on social networking sites and must declare existing friends who become associated with the nursery. Any actions deemed to be inappropriate will be subject to the disciplinary procedures.
- Confidentiality procedures must be followed at all times.
- Mobile phones are to be kept in the kitchen at all times and never taken into a room where the children are present.

Reviewed on: - 23/1/23

Signed: - R. Brand

Review Date: - 23/1/2024