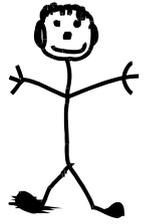


# FIRST STEP PLAYGROUP



## 6.0 Staff Behaviour Policy

### Policy Statement

First Step Playgroup expects all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers.

### Aim

The guidance aims to encourage staff to meet the highest possible standards of conduct. Playgroup staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

All Playgroup staff and volunteers also have a responsibility to maintain their reputation and the reputation of the Playgroup, both during and outside of working hours. They must understand and adhere to all the settings policies and procedures and code of conduct at all times.

### 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 and in the main room before their allocated session.
- Staff are to keep the children's learning journals up to date and paper work folders, complete the 2 year old check in compliance with the revised EYFS and complete transition reports in a timely fashion.
- Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner as detailed in our nappy changing policy and must generally abide by the setting's Health and Safety policies and procedures.
- Staff are not to write observations while the children are present (notes are permitted).
- Staff are not to have non-work related conversations in front of the children. Child centred attention is paramount at all times.

### Illness, Health & Medication

Staff must inform the Manager or Deputy Manager in absence of the Manager by 7am 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 Manager. All medication must be kept in the kitchen area during session time.

### **Code of Conduct**

- Staff must not smoke in or around the premises.
- Staff must abide by the setting's confidentiality and information sharing policies and only share information appropriately and when required.
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times.
- Staff will not show favouritism to colleagues or children.
- Staff must not behave or speak in a discriminatory manner under any circumstances.
- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room. If a senior member of staff requires a member of staff to stay for a short period, after their normal working hours have finished, then they are required to do so, whilst engaging with the children in the setting's care.

### **Child Protection and Safeguarding**

- All members of staff must report to the Child Protection Designated Officer any safeguarding issues or safeguarding concerns which may occur at the setting. If for some reason the Designated Person is not available, staff must report directly to the Multi Agency Safeguarding Hub (MASH) for advice on 0345 045 5203.
- All members of staff must report to the Child Protection Designated Officer 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 placed in the box in the kitchen. Staff are permitted to check phones during their lunch breaks. Staff should inform any interested party (children's schools, partners, etc) of the setting's telephone number, which they can call should the need arise.
- Staff must not activate any Fitbit or personal technological device to their mobile phone when in session.
- 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 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 setting if there is any indication that they are under the influence of alcohol or substance misuse.
- All concerns must be referred to a manager and a record of the staff member's concerns is to be kept and placed in the safeguarding folder.

- Staff must never let strangers into the setting without first asking them to identify themselves and seeking clearance from the Manager.
- Staff will ensure that all children will be safely signed in and the number of children recorded and displayed.
- Staff will ensure that children will only be released into the care of their parents/carers or other authorised people using the password system to ensure that children are safely signed out.
- 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.

### **Gross Misconduct**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct.

Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

### **Adoption and annual review of the policy**

**This policy was adopted at a meeting of:**

First Step Playgroup

**held on:**

20<sup>th</sup> May 2019

Signed on behalf of the

Management:

Angie Kelly

This policy was

reviewed on:

07 October 2020