



Staff Behaviour Policy

Children learn by example and as childcare professionals we have a duty to act appropriately and responsibly around children. We also have a responsibility to ensure the safety and welfare of all children within the setting. I therefore ask that the following procedures are followed at all times:

- All new staff are to be briefed on the setting's safeguarding and child protection procedures before being left alone with children.
 - All staff are required to attend safeguarding / child protection training sessions provided by the Local Child Protection Team / Local Safeguarding Partnership / Local Authority and are asked to refresh their safeguarding knowledge annually, for example by reading through the Working Together to Safeguard Children Document and going over the setting's child protection and safeguarding procedures. Safeguarding and Child Protection training requirements will be discussed every 6 months during staff appraisals.
 - All staff are expected to treat children, parents and other members of staff with courtesy, respect and sensitivity.
 - Staff must use appropriate language at all times when communicating with children, parents and other staff members.
 - Staff must act responsibly when it comes to children's records and sensitive information. Confidentiality must be respected at all times.
 - All staff have a duty to safeguard children and protect them from all forms of abuse. Where there are any concerns that a child may be at risk, staff must report to myself / the lead safeguarding practitioner immediately and follow the setting's Child Protection / Safeguarding and Whistleblowing policies and procedures.
 - Where physical restraint has been used in order to prevent a child from hurting themselves, this must be recorded as an incident and reported to me / the lead safeguarding practitioner immediately.
 - All staff shall be made aware of the setting's nappy and toilet training policy and shall be trained in how to carry out procedures hygienically whilst maintaining privacy and respect.
 - Unless for use in an emergency, members of staff are asked not to use their personal mobile phones during working hours. Phones may be used whilst on a break and in a different room from the children.
 - Staff must follow the setting's Camera, Mobile Phone and Photographs policy and should only take photographs of children using the setting's device where they have been instructed to do so. Printing of photographs and uploading of photographs to the internet should only be carried out following instruction.
 - Staff may be required to access the setting's computer systems or use the internet for record keeping, research or activity purposes. Disciplinary action will be taken against any member of staff found to be misusing the setting's equipment or using the internet inappropriately.
 - All staff are expected to dress suitably for work and maintain a professional appearance.
 - Smoking is strictly forbidden in and around the setting. Staff must not smoke during working hours or around the vicinity of the setting.
 - Staff found to be under the influence of alcohol or illegal drugs during working hours will be asked to leave immediately and disciplinary action taken.
 - All staff must report any illness immediately and inform me / the lead safeguarding practitioner if they are taking any prescribed medication which may affect their ability to work.
 - Staff should inform me / the lead safeguarding practitioner as soon as possible if they know or suspect that they or another member of staff have been disqualified from working with children.
- All staff should read this policy alongside their contract of employment and the setting's Child Protection / Safeguarding and Whistleblowing / Raising Concerns procedures.

Should you have any queries regarding the above, please do not hesitate to discuss them with me.