

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must put in place a written procedure for dealing with concerns and complaints from parents and/or carers.

## **2.10 Staff behaviour**

### **Policy statement**

Little Fingers Pre-school 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. The guidance aims to encourage staff to meet the highest possible standards of conduct. Pre-school 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 pre-school staff and volunteers also have a responsibility to maintain their reputation and the reputation of the pre-school, both during and outside of working hours.

### **Behaviour**

Our staff team are ambassadors for Little Fingers Pre-school and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the pre-school (children, parents/carers and visitors) courteously and with respect. We also expect staff to value all of the children in the setting as individuals. Swearing and abusive behaviour are not tolerated from anyone at the pre-school. If any member of staff exhibits such behaviour they will be subject to the pre-schools disciplinary procedures.

### **Dress code**

Whilst working at Little Fingers Pre-school, staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. We provide members of staff with uniform: a green polo shirt, a blue fleece jacket, a blue fleece gilet, and a navy blue coat. We like the staff to wear black trousers. Footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality.

### **Confidentiality and social media**

Staff must not pass on any information about children attending the pre-school, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the pre-school, the press, etc.)

Posting any material relating to the pre-school or its users on social media sites (unless expressly permitted by the Pre-school Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

### **Use of mobile phones and cameras**

Staff personal mobile phones must be kept in the locked tin in the kitchen, during working hours. The Pre-school Manager keeps hold of the key to the tin, during working hours. If a member of staff needs to make an urgent personal call they are able to use the pre-school phone. If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager or the Deputy. We do request that staff use the pre-school phone number as a main contact in case of emergencies such as schools needing to get in contact or a family member needing to speak to them urgently, whilst they are working, staff may only use the pre-school equipment to take photographs of children in the setting.

Staff must never use their personal mobile phones or cameras to take photographs in the pre-school during working hours. Doing so will be considered gross misconduct and may result in instant dismissal

### **Smoking, alcohol and drugs**

Staff are not permitted to smoke anywhere on the pre-school premises, including the outside play areas or whilst in their uniform. Staff are not permitted to bring alcohol or illegal drugs onto the premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken. If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Pre-school Manager immediately. Any prescribed medication needed by a staff member whilst at the pre-school, must be stored safely in the kitchen, out of reach and sight of the 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.

The Pre-school manager and Chairperson will investigate the alleged incident thoroughly before any decision to dismiss is made.

This policy was adopted by

On

Date to be reviewed

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Little Fingers Pre-school

March 2022

Carolyn Coleman

Chair