**STAFF BEHAVIOUR POLICY.**

Cowling Preschool sets out clear guidelines for all staff to follow, to ensure everyone is working to the same code of conduct, and to maintain the welfare and safeguarding of both our children and our staff.

**Policy Statement.**

All staff of Cowling Preschool must follow the following code of conduct, regarding behaviours, social media and safeguarding:

* Staff must adhere to all the setting’s policies and procedures at all times.
* 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 and carers, colleagues and other professionals with respect at all times.
* Staff must not behave in a racist or sexist manner under any circumstances.
* Staff must inform the designated person within the setting before 7.30 am if they are sick and unable to attend work. In the case of sickness and or diarrhea, staff are not permitted to return to work for a period of 48 hours after the last episode.
* Staff are not permitted to smoke in or around the Village Hall, designated place only to be used.
* Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room. Incidental overtime may be required, if ratios cannot be met.
* Staff must wear the uniform provided, and sensible non-slip shoes whilst on duty.
* Staff are requested to wear long hair tied back when working with the children, and at all times when working in the kitchen.
* Staff must not show favouritism.
* Staff are to keep Learning Journeys up to date, complete the two year checks in compliance with the EYFS. All Learning Journeys must be kept onsite during working hours, in line with OFSTED.
* Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in an appropriate manner (place in a bag and then take to main refuse bin.)

Safeguarding – Protecting yourself and our children.

* As a member of staff at Cowling Preschool, you are required to inform the Manager, Deputy Manager or Chairperson of any safeguarding issues which may occur at home, any allegations made against yourself or any member of your family living with you or partner that may not be living with you.
* Staff are not permitted to have a mobile phone in their possession whilst on duty in the setting. Phones must be switched to silent and placed with your belongings at the back of the room. You are permitted to check your phone during your lunch break.
* Staff will not be permitted into the Preschool room if there is any indication that they are under the influence of alcohol or substance misuse.
* If staff are found to be under the influence of alcohol or substance misuse whilst on duty, this could lead to immediate disciplinary.
* Staff must prevent the abuse of any child through bullying, cruel or humiliating behaviour.
* All concerns must be referred to a manager and a record of your concerns are to be kept and placed in a safeguarding folder. (Please read all safeguarding policies for further details of what and when to record.)
* Never let strangers in to the setting without first asking for identification, and only when you are completely satisfied.
* Always inform a colleague when leaving to change a child’s nappy or clothes because of a toileting incident, and maintain an ‘open door’ policy wherever appropriate.
* Staff must operate safe internet usage both on and off the premises. You are not permitted to make any reference whatsoever to the setting or to the children and staff, both past and present, on any social networking site.
* As a member of staff at Cowling Preschool you may not befriend parents or carers on social networking sites unless you were friends before.
* You are not permitted to care for children attending Preschool outside of your working hours unless you are related or were friends with parents or carer before the child attended the setting.
* You must inform the named person for safeguarding (or Manager) of any safeguarding issues regarding your colleagues. All details will be treated confidentially.

**All staff must sign to confirm they have read and understood the staff behaviours policy on an annual basis. If you have any questions, please discuss them with the Manager or Deputy Manager.**

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| **Name of member of staff** | **Date Read** | **Date for review** |
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**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**