

Staff Behaviour Policy

Policy Statement

Parents and children are entitled to expect the highest standards of conduct from all Pickering Pre-School Playgroup staff. We expect there to be a warm and welcoming ethos when in the playgroup. Staff should monitor and review their practice to ensure that they follow this guidance and the procedure and policies set out by Pickering Pre-School Playgroup. Staff are recognised as the representatives of Pickering Pre-School Playgroup and as such will act appropriately and not, by association, bring the reputation of themselves or the Preschool into disrepute.

Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should work and be seen to work in an open and transparent way.

Staff are expected to behave in a polite and courteous manner towards children, their families, colleagues and other professionals who use the Pickering Pre-School Playgroup. Staff will maintain a professional approach at all times.

The appearance which we present to each other and parents and visitors is important. Our expectation of all staff is that they conform to standards of dress as befits the profession. Clothing should be neat, clean and in good repair, shoes should have closed toes without heels. Staff will be working in the outdoor area so are expected to provide appropriate clothing.

Staff have responsibility to safeguard and protect children. They will make themselves familiar with all aspects of Safeguarding and Child Protection. They will listen to and observe the children and take immediate action if they have any concerns about their welfare as set out in our **Safeguarding Children and Child Protection** policy and procedure.

Staff should bring to the attention of the Manager, any deficiency in the setting's practice. If however the individual cannot discuss the matter with the Manager, because they are involved, the individual should contact the Chair person and can also contact Ofsted if they feel their concern is that serious. The **Whistle-Blowing** policy and procedures should be referred to.

Staff will strive to be fair and objective in their advice and actions and not be influenced in their decisions, actions or recommendations by issues of gender, race, creed, age, gender, disability, religion, sexuality or lifestyle. Staff will respect the views and opinions of all persons who use our setting and value diversity. The **Valuing Diversity and Promoting Equality and Inclusion** policy and procedures should be referred to.

Staff will deal with children's behaviour positively, fairly, consistently and sympathetically. No child will be humiliated, embarrassed, frightened or physically rebuked. Aggressive behaviour will be strongly discouraged. Staff will have zero tolerance of bullying and name calling and will always challenge discriminatory remarks or comments. The **Achieving and Promoting Positive Behaviour** policy and procedures should be referred to.

Staff will be committed to maintaining the highest level of confidentiality in our dealings with families, children and outside agencies. The policy and procedures of a number of our previous sub-headings should be referred to, including the policy relating to **Children's Records**, **Children's Rights and Entitlements**, **Confidentiality and Client Access to Records** also any part of any policy that relates to confidentiality. All paid Staff, Committee Members / Trustees, Students or Volunteers will sign the internal Confidentiality Agreement form to signify they understand and agree to Pickering Pre-School Playgroup's policy on confidentiality.

Staff will recognise there are many different styles of parenting and that parents are their children's first and main educator. The **Parental Partnership and Involvement** policy and procedures should be referred to.

Staff will maintain a high standard of hygiene at all times and will supervise children when using the toilet and washing their hands. The **Health and Safety General Standards** policy and procedures should be referred to. **An Amendment is added in relation to Covid-19 in that any Nationwide / Government regulation or stipulation relating to Covid-19 and hygiene (or any subsequent pandemic that infection rates can be slowed down through basic hygiene) should always be followed.**

No staff shall consume or be under the influence of drink and / or drugs during their hours of work. No smoking is permitted with Pickering Pre-School Playgroup or on the shared Pickering Community Nursery and Infant School site. The **No-smoking, including Substance Abuse** policy and procedures should be referred to. The term "smoking" refers to the traditional tobacco products and also E-Cigarettes.

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).