



STAFF BEHAVIOUR POLICY

Current Version 3.0

Staff are expected to adhere to the following behaviour code:-

- Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues and other professionals who use St Andrew's Pre-school. Staff will maintain a professional approach at all times.
- Staff will not use inappropriate or discriminatory language or use aggressive behaviour at any time.
- Staff will not smoke on the premises. Visitors and families will also be informed that we have a "no smoking policy" at Pre-school and be asked to respect this.
- Staff will not come to work under the influence of alcohol or drugs including prescribed medication that may hinder their ability to work safely within St Andrew's Pre-school.
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will adhere to the Pre-school dress code, discussed during induction.
- At all times staff will adhere to and follow the policies and procedures laid down by the Pre-school Committee.
- Staff will respect all areas of confidentiality at all times.
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates.
- Staff are recognised as representatives of St Andrew's Pre-school and as such will act appropriately and not by association, bring the reputation of themselves or our setting into disrepute.
- Staff will act in an appropriate manner when accessing social networking sites having regard for our On-Line Safety and Acceptable Use Policies.
- Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the Pre-school reputation into disrepute. Images or messages must not be posted on-line or shared that can be deemed to be inappropriate for someone working with young children.



STAFF BEHAVIOUR POLICY

Current Version 3.0

- Staff must not accept parents as friends on social networking sites and must declare existing friends who become associated with St Andrew's Pre-school. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.
- Staff must not undertake any paid or voluntary work with current parents - such as babysitting and Childminding, to avoid any possible breach of confidentiality for both parties.
- Staff will be respectful of Pre-school equipment both in the setting and when used outside of the setting and are aware that they may be required to cover the cost of lost/damaged items eg. Reference books and uniform.
- Please refer to the Staffing Policy.