

**Safeguarding and Welfare Requirement: Our staff behaviour policy aims to perform good practice at all times ensuring that the safety and well-being of our children always comes first.**

## **Staff Behaviour policy**

### **Policy statement**

Our staff policy ensures our staff are aware of the expectations required to fulfil their role to the best of their ability.

### **Procedures**

- *All policies need to be read and signed regularly (at least annually) and when informed by management that amendments have been made to existing policies.*
- *All policies, legislation and guidance must be followed at all times. If at any time a member of staff has any concerns, they must seek advice and should they feel that a situation has not been managed correctly, they should continue to proceed with their concerns by following policy procedures.*
- *Staff must seek advice if they are unsure of any situation or action to take.*
- *Staff are required to follow the EYFS guidance to support our children's development.*
- *Staff must commit to training, attending courses and completing on-line training.*
- *Staff must commit to attending staff meetings, supervision and appraisal meetings.*
- *Staff will promote the safety and welfare of our children at all times.*
- *Uphold the good reputation of our pre-school.*
- *Dress in a practical and neat appearance.*
- *Staff must never work with our children, under the influence of any substances that could affect their ability to care for the children.*
- *Staff must inform managers about any change in their circumstances that may affect their suitability to work with our children.*
- *Staff must work professionally;*
  - *Role modelling positive behaviour to our children,*
  - *Work enthusiastically,*
  - *Have a friendly approach to our children, parent/carers and staff,*
  - *Work well in a team, using initiative, being honest, trustworthy and motivated,*
  - *Being flexible, reliable and punctual.*
  - *Confidentiality, equal opportunities and inclusive practice must be followed at all times.*
  - *Treat our children, parents/carers and staff with respect,*

- *Support our children's behaviour,*

## **Legal framework**

Safeguarding vulnerable groups Act

Data protection Act

Childcare (Disqualification) regulations

Safeguarding children PSLA

What to do if you are worried a child is being abused

Employee handbook

## **Further guidance**

Working together to safeguard children

Information sharing

Advice for practitioners providing safeguarding services to children, young people, parents and carers

EYFS statutory framework

Runnymede Pre-school's policies and procedures

Runnymede Pre-school's terms and conditions

This policy was adopted by

Runnymede Pre-school

*(name of provider)*

On

\_\_\_\_\_

*(date)*

Date to be reviewed

\_\_\_\_\_

*(date)*

Signed on behalf of the provider

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

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

\_\_\_\_\_