

## Felixstowe Nursery School

<b>Safeguarding and Welfare Requirement: Child Protection</b>
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<b>Providers must have and implement a policy, and procedures, to safeguard children.</b>
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### Staff Behaviour Policy

**Statement:** The Ethos for Felixstowe Nursery School forms the basis for our staff behaviour policy and we adhere to a code of good conduct

**Our Vision-** We want all the children in our nursery to enjoy learning, to be healthy and safe; to grow and to do their best in an atmosphere of support and encouragement.

**Our Aims,** to provide high quality care and education for children below statutory school age;

- to provide a happy, safe and stimulating environment;
- to work in partnership with parents to help their child learn and develop;
- to add to the life and well-being of the local community;
- to offer children and their families a service that promotes equality and values diversity.

#### **We Value**

- high standards of personal behaviour such as honesty and truthfulness;
- kindness, consideration and generosity towards others;
- respect for oneself, for others, for property and for the environment;
- courtesy and good manners;
- appreciation of others and respect for their abilities and differences

**Code of conduct, staff behaviour and social media** - Our staff adhere to the following code of conduct:-

- Staff must conduct themselves in a professional, courteous, helpful, approachable and consistent manner at all times.
- Staff adhere to all of the settings policies and procedures at all times. Staff are informed of and included in updates and changes made to policies to ensure they have a secure current knowledge.
- Staff must observe confidentiality at all times both within and outside the setting.

- Staff must abide by the settings confidentiality and information sharing policies, only sharing information appropriately when required to do so.
- Staff must treat children, parents/carers, colleagues and other professionals with respect and courtesy at all times. Remembering we are role models for children to follow so everybody is treated with the same respect.
- Staff must be continually aware of their conduct and behaviour outside of the setting, as this may have a negative reflection on the nursery setting.
- Staff must not behave in a racist manner under any circumstances and must not make racist or sexist remarks. This behaviour will not be tolerated.
- Staff will not show favouritism.
- Behaviour deemed inappropriate may lead to disciplinary action.
- No bullying, swearing, harassment or victimisation will be permitted on nursery premises.
- Staff are to keep the children's Learning Journey's up to date, complete the two year old check in compliance with the revised EYFS.
- Staff must use times allocated in/after session where possible to complete the children's Learning Journeys and must only remove paperwork from the children's Learning following the strict guidelines as agreed with OFSTED and this in accordance with agreed conditions and must be sanctioned by the manager or deputy and paperwork signed out and back in by them.
- Staff must contact the manager before 07.30 if they are sick and unable to attend.
- Staff who are off with gastrointestinal bugs are not permitted to return to work for a period of 48 hours following the last episode.
- Staff must ensure they are ready to work at the beginning of their shift.
- Staff are not to take holidays in term time and where in exceptional circumstances time off is required in term time they must seek approval from the manager and chairperson first to ensure we meet ratio's at all times.
- Staff to wear uniform with appropriate safe footwear whilst on duty, paying due regard to health and safety issues.
- Staff will wear hair tied back when preparing food/snacks.
- Staff are to wear protective gloves when dealing with bodily fluids and disposal of nappies
- No smoking, alcohol or drug use is permitted on the nursery premises or off the premises if staff are still in their uniform.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children.
- Staff must be aware of child to staff ratios at all times and make sure these are met before leaving the room. Incidental overtime may be required, if ratios cannot be met. If management requires you to stay for a short period after your shift has finished and this will be treated as incidental overtime.
- Staff supervisions and appraisals are completed as per pre- arranged date and time as agreed by staff and management.
- Staff will ensure they attend booked training unless exceptional circumstances such as sickness/bereavement etc. prevent this. They will notify manager or training board as soon as is reasonably possible.
- Family members and friends should not visit staff during their working hours.

## Safeguarding

- Staff must display knowledge and understanding of child protection/safeguarding, updating their awareness of this at least annually and formally updating their training every three years.
- Staff members are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability whether received before or during their employment at the setting.

***In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early year's provider nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to the disqualification of an employee, the provider must take appropriate action to ensure the safety of children.***

***A registered provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where a disqualified person is employed.***

- Members of staff are required to notify the manager or deputy of any safeguarding issues that may occur at home, any allegations made against them or any member of their family that are living with them or a partner that may not be living with them.
- During session all staff mobile phones are secured in a lockable tin in the locked kitchen area. Staff may check their phones at lunchtime if working all day. The setting mobile will be used to make or receive emergency calls.
- Staff will not be allowed into the setting if there is any indication of them being under the influence of alcohol or substance misuse.
- All concerns must be referred to the manager and a record of their concerns will kept in the lockable safeguarding folder.
- Staff do not allow unauthorised persons into the nursery and abide by policies and procedures at all times.
- We operate a password system to ensure no unauthorised person collects a child
- Staff are to inform a colleague if changing a child's nappy or clothes due to a toileting accident.
- All staff are to operate safe internet usage both on and off the premises. They are not permitted to make any reference to the setting, the children and staff both past and present on any social networking sites such as Facebook, Twitter or My Space. Staff follow policies and procedures by not befriending parents on social networking sites unless they were friends before the child started at the setting or are related to the child attending the nursery.
- Staff abide with safeguarding policies and procedures on whistle blowing, informing the lead safeguarding person or deputy if they have any safeguarding issues/concerns regarding their colleagues, all details are treated with confidence.

**Confidentiality**

Confidentiality within the setting must be respected at all times and in all places. This includes:

- Not discussing individual incidents, behaviour or information about children in front of parents/carers and other children.
- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members, students or volunteers.
- Not discussing confidential information about setting finances or other business matters.

**N.B. In circumstances where staff have a reason to believe that a child is at risk of abuse or neglect, the Child Protection/Safeguarding Policy will override confidentiality on a 'need to know' basis.**

Medication

- If a staff member is taking regular medication they will inform the manger or deputy of any possible side effects which may prevent them from carrying out their duties. All medication will be kept in the locked kitchen area or storage cupboard on a high shelf. A staff medication form is to be completed.

**This policy was adopted at a meeting of Felixstowe Nursery School.**

**Held on .....**

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

**Signed by Chairperson.....**

**Signed by Manager.....**

*Based on Pre-school Learning Alliance policies & procedures*