

Safeguarding and Welfare Requirement: Staff

Staffing arrangements must meet the needs of all children and ensure their safety

Hollytree Community Pre-school – Policies and Procedures

2.7 Staff Behaviour Policy and Code of Conduct

Policy statement

Hollytree pre-school expects all members of staff as well as volunteers and students to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff and volunteers/students. The guidance aims to encourage staff, volunteers and students to meet the highest possible standards of conduct and adhere to the pre-school's commitment to safeguarding at all times. All staff and volunteers/students must be familiar with, understand and adhere to all the setting's policies and procedures at all times. Pre-school staff/volunteers/students are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting. All pre-school staff and volunteers/students also have a responsibility to maintain their reputation and the reputation of the pre-school, both during and outside of working hours.

Procedures

Behaviour

Our staff team are ambassadors for Hollytree pre-school and we expect them to conduct themselves professionally at all times. Staff and volunteers/students should treat anyone attending the pre-school (children, parents/carers and visitors) courteously and with respect. We also expect staff and volunteers/students to value all of the children in the setting as individuals. Swearing and abusive behaviour are not tolerated from anyone at the pre-school. If any member of staff exhibits such behaviour, they will be subject to the pre-school's disciplinary procedures.

Dress code

Whilst working at Hollytree pre-school, staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. They should wear the uniform provided, and any other clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Although volunteers or students are not required to wear uniform, they should wear appropriate clothing. Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner as detailed in our nappy changing policy and must generally abide by the setting's Health and Safety policies and procedures.

Observations and Record keeping

Staff are to keep the children's 'Special Books' up to date as well as completing Next Steps sheets on a regular basis. They must complete the 2-year-old check in compliance with the EYFS and complete RDS sheets termly as well as updating individual tracking records for the children, also termly. They must also complete final reports for children leaving the setting to start school in the last half term of the year.

Staff must meet with parents to complete the 2-year-check and the end of year report for those moving on to school. They must also meet with parents to review children's progress with their RDS (Record of Development Summary). All parents must be met with formally at least twice during an academic year.

Confidentiality and social media

Staff and volunteers/students must not pass on any information about children attending the pre-school, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the pre-school, the press, etc.) Posting any material relating to the pre-school or its users on social media sites (unless expressly permitted by the managers) is forbidden for all staff, volunteers and students. Any staff who breach this rule will face disciplinary action.

Staff should avoid being 'friends' with parents of children attending the setting on any social media platform.

Use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities

Staff/volunteer/student personal mobile phones must be kept in the lock box in the kitchen, during working hours. If a member of staff/volunteer/student needs to make an urgent personal call, they are able to use the preschool phone. If a member of staff/volunteer/student has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Managers or Deputy. We do request that staff use the pre-school phone number as a main contact in case of emergencies such as schools needing to get in contact or a family member needing to speak to them urgently, whilst they are working.

Staff may only use the pre-school cameras to take photographs of children in the setting. Staff must never use their personal mobile phones, cameras or other electronic devices to take photographs in the pre-school during working hours. Doing so will be considered gross misconduct and may result in instant dismissal. Volunteers and students should not, at any time, need to photograph the children.

Smoking, alcohol and drugs

Staff/volunteers/students are not permitted to smoke or vape anywhere on the pre-school premises, including the outside areas. Staff/volunteers/students are not permitted to bring alcohol or illegal drugs onto the premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken. If a volunteer or student arrives at the setting under the influence of alcohol or drugs they will be asked to leave immediately. In the case of students, we will contact their school or college to let them know. If a member of staff/volunteer/student is taking prescription drugs which might affect their ability to function effectively, they must inform the Managers immediately. Any prescribed medication needed by a staff member/volunteer/student whilst at the pre-school, must be stored safely in the lock box in the kitchen, out of reach and sight of the children attending.

Safeguarding

- All members of staff/volunteers/students must report to the Designated Safeguarding Lead any safeguarding issues or safeguarding concerns which may occur at the setting.
- All members of staff/volunteers/students must report to the Designated Safeguarding Lead any safeguarding issues which may occur in their homes as well as any allegations made against them or anyone living in their household on a permanent or temporary basis as well as against a partner who may not be living with them.
- Staff/volunteers/students must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour.

- All concerns must be referred to the DSL and a record of the staff member/volunteer/student's concerns is to be kept and placed in the safeguarding folder.
- Staff/volunteers/students must never let strangers into the setting without first asking them to identify themselves and seeking clearance from the Manager(s).
- Staff will ensure that children will be released into the care of their parents or designated carers only. Volunteers and students will never be responsible for overseeing the collection of children.
- Because of their daily and sometimes intimate contact with children in a variety of situations, staff/volunteers/students are vulnerable to accusations of abuse. Staff/volunteers/students should take care not to put themselves into situations that may lead to allegations being made against them. It is advisable that at all times, or when possible, staff ensure that they are not left alone with children. There should always be two staff members in view or hearing of children, when possible, in order to protect both staff and children. Volunteers and students must never be left alone with children, adequate staff supervision of volunteers and students must be in place at all times.

Gross misconduct

Staff/volunteers will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Supervisors and Chairperson will investigate the alleged incident thoroughly before any decision to dismiss is made. The LADO will be contacted for advice.

Any student committing an act of gross misconduct will be asked to leave the setting and their school or college will be informed immediately.

This policy was adopted by	Hollytree Community Pre-school
Last review	August 2025
Date of next review	August 2026
Signed on behalf of the provider	<i>J Goldspink</i>
Name of signatory	Jo Goldspink
Role of signatory (e.g. chair, director or owner)	Joint Manager