

**Behaviour and Conduct Policy For Staff**

**Behaviour Policy**

All staff must behave with integrity when at work in all personal conduct and treat all others with consideration and behave ethically and act with integrity. This means that they must adhere to the following:-

1. All staff must treat others with respect, dignity, courtesy and honesty and fairness and with proper regard for their rights and safety and welfare which includes protecting identity, confidentiality and anonymity.
2. All staff must make decisions fairly, impartially and promptly, having regard to all relevant information, legislation, policies and procedures. They must minimise any confidential committee meeting content that they are advised of to the sensitive information only. This is information about safeguarding or child protection concerns, and when there is a conflict of interest for example over employee wages or disputes or any concerns over a child at Preschool that presents a presumed need. The Preschool Manager will be present at all confidential committee meetings that contain sensitive informaiton unless their presence is deemed to be a conflict of interest for example about the manager’s wages or a dispute between the manager and someone else or a personal connection to a child.
3. All staff must contribute to a workplace that provides a space that is free of harassment, bullying or discrimination against colleagues, students, volunteers and members of the public.
4. All staff whilst on the Preschool premises must encourage a positive working environment in terms of work habits, behaviour and their personal and professional workplace relationships and boundaries.
5. Staff must not engage in any behaviour that may bring the Preschool’s reputation or their own into disrepute.
6. No member of staff will tolerate or participate in behaviour that is in any way inconsistent with the above points.

### All staff are expected to act ethically and must avoid engaging in any behaviour that could be considered to be fraudulent or corrupt in any way. This means that they must adhere to the following:-

### All staff must not engage in any conduct which is dishonest and that would cause actual or potential beneift or detriment to any person connected with the Preschool.

### Staff must never misuse their position to the advantage of themselves or others.

### All members of staff must show cooperative working and transparency and this includes the Manager sharing any information they deem to be significant with the Chair and Deputy of the Committee. Any information sharing will be to ensure that the effective practice of the Preschool can continue in the absence of a particular person and ensure that every individual is held accountable for their decisions they make or actions they take.

### Conduct

All members of staff are expected to conduct themselves in a professional and courteous and helpful manner when dealing with anyone whilst at the Preschool and when dealing with anyone in relation to the Preschool.

### The staff are expected to display a good knowledge and understanding of safeguarding, multi-cultural issues and have a commitment to treating all children at Preschool as individuals and with equal concern and respect.

### All staff must wear the appropriate clothing and footwear when on the premises and working with the children to show their awareness of health and safety issues.

### The Manager at the Preschool will ensure that breaks are provided for the staff to ensure that no member of staff exceeds the legal limit of working six hours consecutively without a break.

### All staff must ensure they arrive at work in a reasonable amount of time to get themselves ready to start by their agreed start time. A reasonable amount of time would be expected to be between 5 and 10 minutes before their start time. Staff must also not prepare to leave until their working day is over.

### Any arguments or disagreements between members of staff must under no circumstances occur in the presence of any children or parents of the Preschool.

### Smoking, drinking alcohol and any drug use are all strictly prohibited on the Preschool premises. No member of staff should attend the Preschool whilst under the influence of alcohol or any other substance which could affect or inpair their ability to care for the children. If a member of staff is taking regular mediction that may affect their ability to carry out their usual duties they must speak to their Manager immediately. Any medication that is for staff which they need to take whilst on the premises must be stored in a secure location which is out of reach of the children at all times.

### Under no circumstances will bullying, swearing, sexist or racist language or harassment or victimisation of any kind of anybody on the Preschool premises be tolerated.

### All staff must treat everyone respectfully at all times and any inappropriate behaviour by a member of staff could lead to disciplinary action or dismissal.

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| **Policy Last updated:** |  |
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| **This policy was adopted by:** | Old Stratford Preschool |
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| **On:** |  |
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| **Date to be reviewed:** |  |
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| **Signed on behalf of the provider:** |  |
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| **Name of signatory:** |  |
|  |  |
| **Role of signatory:**  **(e.g. Chair, Vice Chair)** |  |