

## **Staff Conduct**

It is the aim of the nursery to provide a friendly and respectful working environment for all staff, children and parents where everyone feels valued and assured that any problems which might arise will be dealt with in an appropriate and professional manner. Staff conduct also has a big impact on the learning environment for the children and partnership with parents. Staff should be aware of this at all times.

In order for the above to be achieved all staff have a responsibility to conduct themselves in the following professional manner

- To respect their colleagues as individuals and be aware of their needs
- To work as a team and support each other as much as possible
- To sort out problems promptly so that they are not allowed to fester
- Never to talk derogatorily about a member of staff to anyone behind that person's back
- To keep personal conversations to a minimum and for appropriate times – always putting the needs of the children first
- To value the views of all staff so that they feel that their contributions will be listened to
- To offer help if they see other staff members struggling and to ask for help if they need it themselves
- To work in such a manner which promotes teamwork and support to the whole nursery team and not just the room in which they are working
- To ensure confidentiality is of up most importance and adhered to at all times.
- To ensure they work in partnership with parents and conduct themselves in an professional manner at all times.
- The nursery believes that if the above points are adhered to the best environment will be created for both staff and children.

While the nursery appreciates the fact that staff may at times experience difficulties in their personal lives, it remains imperative that the undertaking of the role of working in a nursery requires a positive attitude and approach at all times. If it becomes apparent that this is not possible, the manager / deputy or provider will discuss the situation with the member of staff and seek a way of helping to resolve the matter.

Staff should promote an open culture where small problems can be sorted out between themselves. However, if the situation is not resolved or the concern is of a more serious nature, the matter should be referred to either the Manager or Providers.

Staff must be aware of their responsibility to nursery at all times including their personal time. We are in a professional caring role and must conduct ourselves in an appropriate professional manner at all times.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**