



Staff Behaviour Policy

Staff are expected to adhere to the following behaviour policy as part of their employment at Tiny Feet Preschool.

- Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues and other professionals who use the preschool. Staff will maintain a professional approach at all times.
- Staff will not smoke or vape on the premises during the opening hours of the preschool. Visitors and families will also be informed that we have a No Smoking policy including the use of vapour cigarettes.
- Staff will not come to work under the influence of alcohol or drugs, including prescribed medication that may hinder their ability to work safely within preschool.
- Staff will respect the views and opinions of all persons who use the setting and keep up to date with these.
- Staff will respect confidentiality at all times
- Staff are recognised as representatives of the preschool and as such will act appropriately and not by association bring the reputation of themselves or the preschool into disrepute.
- Staff will act in an appropriate manner when accessing social networking sites. Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the reputation into disrepute. Images or messages must not be posted that can be deemed inappropriate for someone working with children. Staff must not accept parents as friends on social network sites unless they were friends prior to a child joining the setting, existing friends must be declared to the management. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.
- Staff mobile phones must be put in the allocated safe place at the start of the day.
- Staff are responsible for ensuring the safety of the children in our care at all times and must complete the required security check on people entering the setting.
- Staff are required to inform the management of any changes to personal circumstances that may affect the self- disclosure form (also by association) which is completed annually.

- Staff are expected to follow the appropriate procedures should they have any safeguarding concerns.

Signed on behalf of Tiny Feet Preschool _____ date: _____

Name of Signatory _____

Role of Signatory _____

