



## **Staff Conduct Policy**

St Joseph's Nursery respects and values all the families and takes the safety and well-being of the children very seriously. All staff are expected to demonstrate professional behaviours at work, which include the following;

- Staff are not allowed to smoke on the premises
- Staff are not allowed to drink alcohol or take drugs on the premises, or turn up smelling of alcohol, or under the influence of illegal substances, as this could jeopardise the welfare and well-being of the children they work with, placing them at risk of staff negligence. They could face immediate suspension and could be placed on disciplinary measures.
- Staff should ensure that they meet legal requirements and embrace diversity and equality in all areas of their practice and consistently treat all persons and children with respect.
- Staff should not show preferences for any particular children but treat each child the same
- Staff should NEVER use raised voices, other than if a child is placing themselves in instant danger and it is the only means of catching their attention.
- Staff should ensure that they use 'positive' talk to encourage the children to understand what is expected of them and always avoid judgemental or reprimanding behaviours

- Staff should NEVER enter into confrontation with a parent/carer, a fellow staff member, or any other professional or visitor to the nursery. Any staff member that willingly participates in such behaviours will immediately be placed on disciplinary measures, as appropriate. All of the staff understand that if someone – parent/carer or staff member, is trying to negatively confront them at work, then they should speak to the nursery manager, and if the nursery manager is absent the to the School's Leadership.
- Staff should NOT cross professional boundaries, which means that they cannot 'befriend' parent/carers online or hand out their mobile or home telephone numbers to parent/carers. If a parent/carer somehow obtains their details, they should state clearly that they cannot enter into a 'friendship' in that way as it crosses professional boundaries and places them at risk of being placed on disciplinary measures.
- Staff should avoid entering into sexual relationships with working colleagues wherever possible, to avoid possible future tension in the workplace.
- Staff should take every possible measure to keep themselves and the children they work with safe – they should not be left alone with them; they should NEVER have their mobile phones or personal cameras on the setting floor; they should not be taking pictures of the children in compromising situations at any time; they are NOT allowed to share any pictures taken of the children outside of the nursery setting.

Date written: January 2017

Next review: January 2018