

P17 Staff Behaviour Policy

Created September 2017

This policy should be read in conjunction with policy P04 Confidentiality and Data Protection Policy, P08 Parents as Partners Policy, P09 Personnel Policy, P13 Safeguarding Child Policy and PC04 Whistleblowing Procedure.

Staff are expected to adhere to the following behaviour code:

- 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 Playgroup. Staff will maintain a professional approach at all times.
- Staff will not smoke on the premises (visitors and families will also be informed that we have a 'no smoking policy' and be asked to respect this.)
- 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 Playgroup.
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will adhere to Playgroup dress code.
- At all times staff will adhere to and follow the policies and procedures laid down by the Committee, including avoiding the use of personal mobile phones and cameras.
- Staff will respect all areas of confidentiality at all times.
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates.
- Staff are recognized as representatives of the Playgroup and as such will act appropriately and not by association, bring the reputation of themselves or Playgroup 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 Playgroup reputation into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with young children. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.

This policy was agreed by Trustees and Staff of Ridgeway Playgroup October 2017
Review Date: September 2024