



Staff Behaviour Policy

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 the pre-school. Staff will maintain a professional approach at all times.
- Staff will not smoke or vape on the premises (visitors will also be informed that we have a no smoking policy at the pre-school).
- 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 the pre-school.
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will adhere to the pre-school dress code.
- Staff will adhere to and follow the policies and procedures laid down by the pre-school committee.
- 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 recognised as representatives of the pre-school and as such will act appropriately and not by association, bring the reputation of themselves or the pre-school into disrepute.
- Staff are not allowed to take holidays during term time. Any special days off, during term time must be agreed with the Manager in advance.
- Staff will act in 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 pre-school reputation into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with young children. Staff MUST NOT accept parents as friends on social networking sites and must declare existing friends who become associated with the preschool. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Staff Behaviour Policy: The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Staff Behaviour Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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Date: **Signed:**

Name: **Post:**

Statement of Agreement

All staff are required to sign to say that they have read and understood the policy. A copy of this policy will be included in the staff induction pack.

I, (Name in capitals) have read and understood and agree to comply with this policy.

Signed..... Dated.....

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