

## Staff Behaviour Policy

We expect all our staff to behave in an exemplary way at all times. Staff who work in the provision set examples of behaviour and conduct which can be copied by the children.

Please read this policy alongside related policies in the full Staff Handbook including the Safeguarding and Child Protection Policy and Procedures of the provision which also includes our Whistleblowing Procedure and procedures for reporting concerns about a child's wellbeing or safety.

The safeguarding lead practitioner in the provision is - Mrs Denise Tupman

The safeguarding deputy is - Miss Lara Rowe

- Staff are expected to treat children with courtesy, sensitivity and respect.
- Staff must attend all safeguarding training provided by the lead practitioner and, when required, training provided by the Local Safeguarding Children Board / Local Authority.
- Staff must never give guarantees of confidentiality or secrecy to children or adults.
- Staff will be trained in how to support children with nappy changing and toileting.
- Parents should be informed that touch and physical contact is essential in order to provide sensitive, high quality care and educational provision. Physical contact is necessary in the carrying out of staff professional duties e.g cuddling a child who has hurt themselves, sitting together when reading a book, holding a baby when feeding.
- Staff must avoid using inappropriate language or actions when speaking with parents or children.
- Staff have a duty to safeguard children from: physical abuse, sexual abuse, emotional abuse and neglect and concerns must be reported to the lead practitioner immediately. Grafton Childcare's Whistleblowing Procedures must be followed if staff continue to be concerned about a child's welfare or safety.
- Photographs may only be taken with Grafton Childcare's camera and printed through our on site printer. They must not be uploaded onto the internet without permission from the safeguarding lead practitioner. Misuse of the internet will lead to disciplinary action.
- Staff must not use mobile phones during working hours, apart from when they are on a break and in an area of the provision away from the children. A staff mobile phone is provided for outings.
- If a staff member uses physical restraint to protect a child from hurting themselves or others it must be immediately reported to the safeguarding lead practitioner and recorded.
- Staff are expected to dress suitably for working with children and to be neat, clean and professional in appearance following our full uniform policy.
- Smoking and Vaping is not permitted during working hours and staff must not smell of smoke when working.
- Use of alcohol and illegal drugs or legal drugs that impact on the ability to care for children is not permitted during working hours and staff must not arrive at the setting under the influence of alcohol, illegal or prescription drugs.

- If a staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner, they must inform the safeguarding lead practitioner on their next working day or sooner if possible.
- If a staff member knows that they are or might be disqualified from working with children or disqualified by association\*\* with another person who is disqualified from working with children, they must inform the safeguarding lead practitioner as soon as possible.
- Staff are expected to arrive on time and to complete all their daily duties before departure.
- Staff must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential.