Staff behaviour policy

Introduction

This policy sets out clear guidance on the standards of behaviour expected from all staff at Wavertree Christian Community Centre. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Nursery staff are in a unique position of trust and influence as role models for children. Therefore, staff must adhere to behaviour that sets a good example to all children in nursery. Staff also have an individual responsibility to maintain their reputation and the reputation of the nursery.

This policy applies to all staff and volunteers in the nursery regardless of their position, role or responsibility. References to ‘staff’ throughout the policy relate to all of the following groups:

All members of staff including teaching and support staff

Volunteers, including governors

Casual workers

Temporary and supply staff, either from agencies or engaged directly

Student placements, including those undertaking initial teacher training and apprentices.

Wavertree Christian Community Centre requires that all staff have read and agree to comply with this policy. Breach or failure to observe this policy will result in action being taken under the nursery disciplinary procedures including, but not limited to, dismissal.

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the children and the nursery.

Professional Behaviour and Conduct

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Wavertree Christian Community Centre expects staff to treat each other, children, parents and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to children and ensure that the safety and welfare of children are accorded the highest priority.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating children, making jokes at the expense of children, discriminating against or favouring children and sarcasm. Staff must have regard for the ethos and values of the nursery and must not do or say anything which may bring the nursery or committee into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within nursery.

Dress and Appearance

Wavertree Christian Community centre recognise that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image. Nursery staff will be provided with uniform. Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans. Staff should dress safely and appropriately for the tasks they undertake.

Smoking, alcohol and other substances

Wavertree Christian Community Centre is a no smoking site. Staff must not smoke on nursery. Any member of staff wishing to smoke must leave the nursery grounds. Staff must not smoke whilst working with or supervising children offsite. Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near nursery premises.

Relationships

Staff must read the school’s e-safety policy carefully and follow all advice and guidance contained within it.

Physical Contact with Pupils

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with children. Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Child in distress

There may be occasions when a children is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

One to one situations

Staff working individually with children should be aware of the potential vulnerability of children and staff in such situations. Staff should manage these situations with regard to the safety of child and to themselves.

Individual work with children should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

E-Safety

Staff should follow Wavertree Christian Community Nursery’s E-Safety policy for staff and the Acceptable Use Policy at all times.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have. However, Wavertree Christian Community Centre acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with children’s family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Mobile phones and personal devices are not permitted to be used in certain areas within the building and must always be handed into reception.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Wavertree Christian Community centre accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Photography, video and images of children

Many snursery activities involve recording images as part of the curriculum, extra school activities, and publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a child is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. This permission forms part of the information forms completed when you child initially attends nursery. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken or be filmed.

Confidentiality

Members of staff may have access to confidential information about children, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the child on a need to know basis.

Staff should never use confidential or personal information about a child or her/his family for their own, or others’ advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child.

All staff are likely at some point to witness actions which need to be confidential. For example, where a child behaviour is undesirable, this needs to be dealt with in accordance with the appropriate nursery procedure. It must not be discussed outside nursery, including with the child’s parent or carer, nor with colleagues in the nursery except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with Wavertree Christian Community Centre nursery’s Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a child or that might suggest a child is in need or at risk of significant harm. Staff should pass on information without delay in accordance with WCCC safeguarding policy and procedures and this should be recorded. Staff must never promise a child that they will not act on or pass on any information that they are told by the child.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to WCCC’s whistleblowing policy for further guidance. This is particularly important where the welfare of children may be at risk.

Compliance

All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff’s file.

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**