



Hambledon Youth Hut  
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## **10.22 Staff and Volunteers Conduct Policy**

### **Policy statement**

#### **Statement of intent**

At Hambledon Pre-School we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our Preschool and recognise that we represent the school in our dealings with the children, carers, other professionals and the public. We require all staff, volunteers and students to provide a positive role model of conduct by treating children, parents and one another with friendliness, care and courtesy.

It is expected that all staff, volunteers and students at Hambleon Pre-School should provide an example of good conduct that you wish others to follow.

#### **Aim**

We aim to provide an environment in which there is acceptable conduct and where adults behave in a respectful manner to the children and their peers to respect themselves, children, other people and their environment.

#### **Methods**

We require all Practitioners in the setting to:

- Have the relevant in-service training on safeguarding.
- We keep a record of staff attendance on all their training.
- New recruitment read this policy as part of their induction course.

We require all staff to use positive strategies for handling any conflict by helping children find solutions in ways which are appropriate for the children's ages and stages of development- for example distraction, praise and reward. (Volunteers and students should seek advice from senior staff before dealing with an incident).

We expect all members of the pre-school, children, parents, staff, volunteers and students – to keep to the rules, and apply them consistently, Staff are calm and patient, offering comfort to intense emotions, helping children to manage their feelings and talk about them to help resolve issues and promote understanding.

We praise and endorse desirable behaviour such as kindness and willingness to share.

We recognise that codes for interacting with other people vary between cultures and require staff to be aware of – and respect – those used by members of the pre-school.

Children need to learn to consider the views and feelings, needs and rights, of others and the impact that their behaviour has on people, places and objects. This is a developmental task that requires support, encouragement, teaching and setting the correct example. The principles that underpin how we achieve positive and considerate behaviour exist within our programme for promoting personal, social, and emotional development.

It is expected that all staff, volunteers, and students at Hambledon Pre-School should provide an example of good conduct that you wish others to follow: -

- Be flexible, reliable, and punctual.
- Be honest and trustworthy in word and deed.
- Be hard working and willing to do as directed.
- Be motivated and happy to do your job.
- Be friendly and a positive role model to everyone, children, parents and other staff.
- Be supportive to colleagues.
- Be hard working and work as part of the team.
- Be welcoming to everyone within the preschool – smile – say hello.
- Work enthusiastically and support colleagues.
- Communicate with each other in a positive manner.

- Maintain high standards in safety, and hygiene by keeping the preschool safe and clean.
- Show initiative!
- Always keep confidentiality (any issues – including personal – concerning children, their parents, staff and students should not be discussed outside the preschool.) see our staff signing confidential forms.
- Act in the best interest of the children at all times
- Use and encourage children to follow the Grace and Courtesy rules: say please and thank-you and general manners.
- Ensure inclusive practise is provided at all times.
- Give equal opportunities to everyone within the preschool regardless of their age, gender, race, religion, culture, or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.
- Read, sign, date and follow all preschool policies and procedures and implement them at all times.
- Ensure that your behaviour at work or outside does not cause embarrassment to the Preschool or reflect negatively on the Preschool in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites.
- Understand that babysitting for parents out of preschool hours is at your own risk and that anything that happens in this time, the preschool is not liable for.
- Keep all personal belongings in the Kitchen.

### **Staff Dress Code**

To ensure that all staff are appropriately attired for the workplace at all times.

### **Staff taking medication/other substances.**

Inform the preschool manager of any medical conditions or medication that may affect their daily work.

Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.

Staff medication on the premises must be securely always stored and out of reach of children.

### **Staff Illness/ Absence**

- Staff should personally inform the preschool manager or deputy manager of any reason for absence.

- Staff should telephone the Preschool leader as soon as possible to inform of an absence so that cover can be found before the Preschool session starts.
- If any staff members are unable to contact the Preschool Leader, they should telephone the Chair of the committee to confirm their absence.
- Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of sickness or diarrhoea.

### Mobile Phones

- The use of personal mobile phones in the setting by parents and carers' is prohibited.

### Staff Conduct for ICT and Social Networking Sites

Staff are required to adhere to their professional responsibilities when using information systems and social network sites. Members of staff should read the Pre-School policy Safeguarding Children & ICT and Social Networking policy for further information and clarification.

Staff should be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children, unless they have consent to do so.

- Staff will respect the system security and will not disclose any password or security information to anyone other than an authorised system manager.
- Staff will not install any software or hardware without permission.
- Staff will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Staff will respect copyright and intellectual property rights.
- Staff will report any incidents of concern regarding children's safety to the Designated Safeguarding Coordinator or the Preschool Leader.
- Staff will promote e-safety with students in their care and will help them to develop a responsible attitude to system use, communications, and publishing.
- Staff should understand that they should not post any visual images, recordings or comments that relate to Preschool life including those of children or parents on to any Social Networking sites.
- The Preschool may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, or sound.

### **Holidays**

- Due to the nature of the business staff are requested not to take holiday during term times.
- Any staff member wishes to take holidays during term time, permission should be sought from the supervisor and the Chair.

### **Whistleblowing and Incident Reports**

- Staff must report any conduct issues by colleagues that raises concerns, by following the Preschool's Whistle Blowing Policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.
- In the event of an allegation made against the Supervisor Staff must phone the Chair Immediately and not discuss this with the Supervisor to ensure the safety of the child.

### **The following procedures and documentation in relation to Staff Conduct are**

#### **Preschool Policies**

- Health & Safety
- Risk Assessment
- Safeguarding Children
- ICT sort out policies behaviour.

### **Please see these other policies for further information:**

Whistleblowing

Mobile Phones

Network policy