



Staff Behaviour

All 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 on the premises. Visitors and families will also be informed that we have a no-smoking policy at Pre-school and will 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 the setting.
- Staff will respect the views and opinions of all persons who use our setting and value diversity and equality at all times, challenging negative attitudes and stereotypes.
- At all times staff will adhere to and follow the Policies and Procedures laid down by the Pre-school staff and Committee.
- Staff will respect all areas of confidentiality at all times.
- 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 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 organisations, bringing the Pre-school into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with small children. Staff must not accept parents as friends on social networking sites and must declare existing friends who become associated with Pre-school. Any actions deemed to be inappropriate will be subject to disciplinary procedures.
- All disclosures must be made immediately to the relevant Manager, Committee or Authority, in accordance with the Pre-school policies and procedures.