

Staff Behaviour Policy

Rationale

All staff / co-childminders should behave in an exemplary way at all times. Staff who work in the setting set examples of behaviour and conduct, which can be copied by the children. The safeguarding lead childminder in the setting is – **Charlotte Shefras**

Procedure

Staff are expected to treat children with courtesy, sensitivity and respect.

- Staff must attend all safeguarding training (every 2 years) provided by the lead practitioner.
- 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.
- 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. Concerns must be reported to the lead practitioner immediately. The Whistleblowing Procedures of the setting must be followed if staff continue to be concerned about a child's welfare or safety.
- Photographs may only be taken on the setting's camera and printed through the setting's printer. They must not be uploaded onto the internet without permission from the safeguarding lead childminder. Misuse of the internet will lead to disciplinary action.

- Staff must not use mobile phones during working hours, unless they seek permission to use their phone for personal reasons. These occasions will be monitored to ensure children's safety.
- 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 childminder and recorded.
- Staff are expected to dress suitably for work in line with the uniform policy.
- Smoking 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 ability to care for children is not permitted during working hours and staff must not arrive at the setting under the influence of alcohol or illegal 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 as soon as 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 childminder as soon as possible.
- Staff are expected to arrive on time and to complete their daily duties before departure.
- Staff must maintain the highest possible standards of confidentiality and ensure that documentation, records and discussions remain confidential.

Please read this policy alongside the Safeguarding Policy and Procedures of the setting, which also includes procedures for reporting concerns about a child's wellbeing or safety.

Date of next review: February 2027.