

Tiger-tots Pre-School

Staff Behaviour Policy

The Staff Behaviour Policy works in conjunction with other Tiger-tots Pre-school Policies and Procedures which identify staff roles and responsibilities and specific aspects of their duties.

- Staff must inform their employer of any changes that may affect their suitability to work with children in line with the staff suitability declaration. This must also include any changes to persons living at your address. The staff declaration must be completed annually and at any time there is a change of circumstances.
- In order to maintain the correct staff / child ratios as set out by the EYFS statutory guidance staff must follow the correct procedures of informing the manager if they are to be absent from work.
- All staff have a duty to inform the manager of any health reasons which may inhibit their ability to effectively carry out their work safely.
- Staff must be punctual to ensure ratios are maintained.
- All staff must attend relevant child protection training and attend regular refresher training as specified in the EYFS requirements.
- Staff must attend the refresher child protection courses held by the college on a yearly cycle.
- All staff must take an active role in maintaining robust systems of child protection throughout their roles and duties.
- Staff must be aware of the DSL contact persons in the pre-school and in the college and use the reporting concern process to raise any concerns.
- Staff must use the key person system to effectively track and plan for individual children's learning and development.
- Staff must ensure that they follow the rules for use of mobile phones, cameras and I pads as set out in the Child Protection Policy.
- Staff must follow the rules for intimate care and nappy changing procedures as set out in the Nappy Changing Policy.
- Staff must inform either the manager, deputy or room leader if they are about to be alone with a child, such as intimate care or nappy changing.

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- Staff must actively promote positive relationships to all children and adults within the pre-school environment and ensure that that no individual / family is discriminated against.
- Staff must comply with the confidentiality policy to ensure that information is only disclosed to those persons who have a right to access it.
- Staff should promote positive behaviour while at Tiger-tots through being good role models.
- All staff have a responsibility to ensure that the children are in a safe and secure environment and must follow the correct procedures to prevent any unauthorised person's entering the premises.
- Staff should promote effective working relationships with parents of children who attend the pre-school.
- Staff should notify the pre-school manager if they are social friends with any parents of children who attend the pre-school and be aware of the importance of maintaining confidentiality outside the pre-school.
- Staff must update their contact details when any aspect of this changes.
- Staff appearance should be suitable for their duties and be clean and well presented, no nail varnish, false nails or hazards such as bulky jewellery should be worn, footwear should be secure with no high heels.