



St Helens College



University Centre
St Helens

Nursery Childcare Policy – Staff Behaviour

Relating to: Nursery

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Document owner: Nursery Manager

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Policy Statement

All staff members of St Helens College Nursery are required to adhere to the following behaviour standards. Staff must be familiar with, and follow all the settings policies and procedures at all times

General Conduct

- Staff will wear the uniform provided at all times, and ensure they are always wearing their staff badge.
- Staff with long hair are required to tie it back.
- Staff must make sure that they are in their rooms and ready to start at the time of their stated shift.
- Staff are to wear protective gloves and aprons when dealing with body fluids, and follow the procedures set out in the Nappy Changing Policy. Staff must generally abide by the settings Health and Safety Policies and Procedures.
- Staff are required to wear tabards provided when serving the children's food. Any staff wearing nail varnish/false nails will be required to always wear gloves provided when serving food.
- Staff are to make sure that conversations in front of the children/parents/students/etc is of an appropriate nature and must not take place over the children's needs.

Code of Conduct

- Staff must follow the College no smoking policy and use designated places only.
- Staff must abide by the settings confidentiality and information sharing policies and only share information appropriately and when required.
- Staff must treat children, parents/carers, colleagues, and other professionals with respect at all times.
- Staff must not show favouritism to colleagues or children.
- Staff must not behave or speak in a discriminatory manner under any circumstances.
- If a senior member of staff requires a member of staff to stay for a short period after their normal working hours have finished, then they are required to do so.
- Staff must adhere to the College sickness procedures at all times.
- If any member of staff is taking regular medication or has a health issue that may prevent them from carrying out their duties to the best of their ability, they must share this with their manager.

- From time to time due to unforeseen circumstances staff may be late for their shift. In this case the manager or deputy manager will need to be informed and staff will be required to make up any time owing at the end of their shift, or as soon as possible.

Use of Mobile Phones and Cameras

- Staff's personal mobile phones will be locked up daily in their own drawer located in the staff room.
- If a member of staff needs to make an urgent telephone call, they can use the settings phones to do so or can use their own mobile phone in the staff room with consent from the manager/deputy manager.
- During any outings with the children a nominated member of staff will be requested to take their own personal mobile phone for use in emergencies.
- Only the settings own cameras/iPads will be used to take photographs of the children.

Safeguarding

- All members of staff must report any safeguarding issues or concerns to the named safeguarding lead or manager. Should these concerns not be addressed in a satisfactory manner, staff must follow the settings safeguarding policy and report directly to the Local Authority Designated Officer (LADO).
- Staff are required to complete a staff suitability form annually declaring themselves still suitable to work with children.
- Staff must operate safe internet usage both in and off the premises. They are not permitted to make any reference whatsoever to the setting, children, parents, or staff both past and present on any social networking site. Staff must not befriend parents on social networking sites unless they have been friends prior to their employment commencing.
- All staff are responsible for maintaining children's attendance registers and ensuring all children are signed in and out of the setting promptly.
- Staff must maintain good levels of communication with each other by making sure they pass on any relevant information which may affect any individual, or the smooth operation throughout the day.
- Because of their daily and sometimes intimate contact with children's staff are vulnerable to accusations of abuse. Staff should take care not to put themselves into situations that may lead to allegations being made against them.

Roles and Responsibilities

Staff are to keep their key children's personal records up to date by the following: -

- Ensuring EYFS profiles are updated regularly during their allocated time out of the room.
- Children's EYFS profiles will be ready for auditing by the manager/deputy manager on the agreed day.
- Any actions required from auditing children's profiles will be addressed promptly but no later than the date agreed.
- Staff must make sure they are regularly sharing children's stages of development via day-to-day conversations with parents, Class Dojo, Facebook group and Summary Sheets. Staff must ensure that they always obtain parent signatures and dates where required.
- Key workers must ensure children's profiles are a true reflection of the child. Any child on the settings action plan following collection of data, receives the appropriate support in order to allow progression.
- It is the responsibility of all staff in making sure that all essential paperwork necessary for individual children/families is completed correctly, timely and by following the settings policies and procedures.
- All staff will be supported for them to be able to carry out their role to the best of their ability.

Scope of the Policy

This policy applies to all parents, children, and staff of the Childcare Facility.

Associated Policies

- Safeguarding & Child Protection
- Equality & Inclusion
- Managing Children's Behaviour
- Health & Safety
- Special Educational Needs
- Medications & Ill Health
- Visits & Outings
- Communication
- Parental Participation
- Record Keeping & Confidentiality
- Induction of Staff & Students
- Intimate care
- Key Person & Settling In

- Data Protection & Sharing of Information
- Nappy Changing
- Whistleblowing
- Admissions & Registration
- Education & Curriculum
- Biting
- Supervision
- Food & Snacks
- Internet Use
- Transition
- Working in Partnership with Other Agencies
- Maintaining Children's Safety & Security on the Premises

Access to the Policy

This policy will be issued to all Childcare Practitioners and made available to the users of the Childcare Facility. A copy of all policies & Procedures will be kept in the Managers office and in the reception area for parents/carers to access.

Post Holder to Contact

Director of Student Services.