

Staff Behaviour, Code of Conduct, and Social Media.

Policy Statement

At The de Lacey Montessori School we believe that you should expect, and receive the highest standard of behaviour from us at all times.

Procedures

As a member of staff of The de Lacey Montessori School, you are required to adhere to the following code of conduct.

Staff must adhere to all the setting's policies and procedures at all times.

Staff will wear sensible non slip shoes whilst on duty.

Staff must observe confidentiality at all times both inside and outside the setting. Staff must abide by the settings confidentiality and information sharing policies and to only share information appropriately and when required.

Staff must inform the designated person within the setting before 08:00am if they are sick and unable to come to work.

Staff must not smoke on or around the premises.

Staff are to keep the children's Learning Journeys up to date, complete the 2 year old check in compliance with the revised EYFS.

Staff will keep the children's Learning journey's onsite during working hours in line with OFSTED.

Staff must treat children, parents/carers, colleagues and other professionals with respect at all times. Staff will not show favouritism to particular children or families.

Staff must show commitment to our Equalities policy.

Staff are to wear protective gloves when dealing with bodily fluids. Dispose of nappies etc. in the appropriate manner.

Medication

If you are taking regular medication you must inform the settings Manager Charlotte de Lacey or the Deputy Manager Renu Khanna of any possible side effects which may prevent you from carrying out your duties and responsibilities safely and to our usual high standard. All medication must be kept in the office or placed in the medication box.

Safeguarding

As a member of staff of The de Lacey Montessori School you are required to inform the Manager or deputy manager of any safeguarding issues which may occur at home, any allegations made against yourself or any member of your family living with you or partner that may not be living with you.

Staff are not permitted to use a mobile phone in the school hall. It must be kept in full sight in the basket in on the bar.

Staff will not be permitted into the nursery if there is any indication that they are under the influence of alcohol or any other substance misuse.

Never let strangers into the setting without first asking for Identification.

Children will be released into the care of their parents/carers. If there is a third person to collect the child we state that the parent has to call ahead to inform us first and then give the password out to the third person, or their full name and address should no password have been provided.

Safeguarding for staff

Always inform a colleague when leaving to change a child's nappy or clothes because of a toileting accident.

Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children and staff, both past and present, on any social networking site. As a member of The de Lacey Montessori School you may not befriend parents on social networking sites unless you were friends before, socialise or baby sit for the parents/carers unless you are related or were friends before the child attended the setting or you are related to the child attending.

Standards of behaviour towards colleagues and other staff members, whatever their position within the nursery, should be professional, facilitate good communication, and reflect our core value of kindness. Any form of bullying, discrimination, or abuse, including exclusionary practices, between staff members will not be tolerated, and will result in disciplinary action.

Inform the named person for safeguarding of any safeguarding issues regarding your colleagues all details given will be treated confidentially.