

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

### **Safeguarding children**

#### Sunnymede Staff Behaviour Policy

- 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 the pre-school and 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 pre-school.
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will adhere to the Pre-School dress code.
- At all times staff will adhere to and follow the policies and procedures laid down by the Pre-School Committee.
- Staff will respect all areas of confidentiality at all times.
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates.
- Staff are recognised as representatives of the Pre-School and as such will act appropriately and not by association, bringing the reputation of themselves or the Pre-School into disrepute.
- Staff are required to sign a suitability check declaration form twice a year – this form asks staff to not just declare information pertaining to

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themselves but also their families and others that live in their household.

- 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 associates and bring the pre-school reputation into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with young children. Staff are advised not to accept parents as friends on social networking sites and must declare existing friends who become associated with the pre-school or are already parents of children within the setting. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.

This policy was adopted by

Sunnymede Pre-School

Held on

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27<sup>th</sup> April 2019

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