

## 11 Additional Policies

### 11.01 Staff Conduct Policy

This policy is to include all paid and unpaid staff, students and volunteers regarding their conduct. All members are required to work in a professional manner conducive to caring for children and working in a team.

The following guidelines detail appropriate and inappropriate behaviour but the list is not exhaustive. There may be other or similar examples and these may result in disciplinary action. This policy should be read alongside other relevant Little Acorns policies.

All staff will:

- Put the child, their safety and care as first priority
- Be familiar with and adhere to all Little Acorns policies
- Maintain confidentiality
- Deliver high quality care and education to all children
- Be honest, open and truthful
- Recognise their responsibilities
- Work as part of a team
- Work to develop their own skills
- Build professional, positive relationships with parents
- Uphold British Values
- Treat all children, families and staff with respect, fairness, care and consideration
- Dress professionally
- Gain permission from the manager to undertake additional employment
- Inform the manager of any changes to personal details including those that may affect their working capacity or DBS certificate.

All staff will not:

- Be aggressive/violent/disrespectful/threatening to children, families or staff
- Discriminate against anybody
- Smoke on the premises
- Use mobile phones on the premises outside of the staff room or office. Phones should only be used during break times
- Use corporal punishment
- Deliberately cause damage to Little Acorns property or building
- Respond to friend requests from parents on any social media site unless they are existing friends from outside the Pre-school
- Post anything on social media or the internet about the pre-school, the children, the staff or families including photographs
- Participate in activities outside of pre-school that may be considered to have a conflict of interest with looking after young children
- Commit a fraudulent act or steal from Little Acorns

See 06.09 e-Safety policy for further information on using mobiles in the setting and social media.