

Hoole Enterprise Trust – Time for You (HETTY)

Staff behaviour policy

Our Aim:

At Hoole Enterprise Trust-Time for you (HETTY) pre-school and wraparound care, we see the safety and welfare of our children and staff as our utmost priority. We aim to respond to any concerns regarding safety or well-being of children or staff promptly and precisely. This policy ensures staff behave in an appropriate manner to act as a role model for and protect all children in their care. Within this policy, we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

Expected staff behaviour

Within our nursery and wraparound care, we expect our staff to:

- Put the children first, understanding that the safety, welfare and ongoing development of children is the most important part of their role
- Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating positive caring attitudes to all
- Work as part of the wider team, cohesively and openly
- Behave in a safe, professional and friendly manner, adopting a positive attitude when required to work alongside other colleagues.
- Be aware of their requirements under the Statutory Framework for the EYFS and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development
- React appropriately and promptly, in line with whistleblowing policy and safeguarding policy to any safeguarding concerns
- Not share any confidential information relating to the children of families
- Maintain the public image of the nursery and do nothing that will put the setting into disrepute
- Ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional as per the staff handbook guidelines. Staff members are not permitted to add company parents/carers as 'friends' on social networking sites if the only connection is through the company.
- Adhere to the Online safety policy and staff conduct guidelines as set out in the employee handbook.
- Report to management team immediately any changes in their personal life that may effect on their ability to continue the role. These may include (but are not limited to) changes in police record, medication or any social service involvement with their own children.

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Monitoring staff behaviour

Within the nursery and wraparound care setting we:

- Conduct regular peer observations using all staff and management, during which we observe interactions between staff and children
- Have regular supervisions with all staff in which ongoing suitability is monitored and recorded
- Have a Whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues
- Operate staff suitability checks and clauses in staff contracts to ensure any changes in their suitability to work with children are reported immediately to management
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the Safer recruitment of staff section of the safeguarding policy

Some behaviours that may cause concern and require further investigation include:

- Change in moods
- Sudden change in religious beliefs and/or cultural beliefs (which may indicate radicalisation)
- Changes in the way they act towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)
- Sudden outbursts
- Becoming withdrawn
- Secretive behaviours
- Missing shifts, calling in sick more often, coming in late
- Standards in work slipping
- Extreme changes in appearance.

Procedures to be followed:

If we have a concern about changes in staff behaviour within the nursery/wraparound care team, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate, this may include referral to occupational health or an appropriate medical professional. Other information about this can be found in the staff well-being policy.

Ultimately, we aim to ensure all staff are able to continue to work with the children as long as they are suitable to do so, however if any behaviours cause concern regarding the safety or welfare of the children and/or other staff members then the Safeguarding children and child protection policy will be followed. In the case of allegations against a staff member, the

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Local Authority Designated officer (LADO) will be contacted as part of our safeguarding procedures.

All conversations, observations and notes on the staff member will be logged and kept confidential.

**This policy was adopted at a meeting of
HETTY Preschool Staff & Trustees**