

Staff Conduct Policy October 2025 (No Updates)

This Policy summarises basic company rules and a code of conduct for staff, and the measures to be taken by all staff to ensure conformance with current employment and health & safety legislation. Within this policy we will also ensure that staff are monitored and supported to ensure all children are safeguarded throughout their time here.

Expected staff behaviour

Within our nursery we expect our staff to:

- Behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all
- Work as part of the wider team, cohesively and openly. Staff should avoid speaking to each other in any language other than English as this undermines trust in colleagues professionalism.
- Be aware of their requirements under the EYFS Statutory Framework and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development
- React appropriately to any safeguarding concerns quickly and concisely in accordance to the nursery / Local authority procedures and training received
- Not share any confidential information relating to the children, nursery or families using the facility
- Maintain the public image of the nursery and do nothing that will pull 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.
- Not perform, arrange or carry out any work or activity which could be construed as being in competition with the company.
- Report to SMT immediately any incidence of damage to nursery property.
- Not abandon duty during a shift or before being swapped out at the end of a shift without first obtaining permission from the SMT.
- Undertake any reasonable duties other than those for which they have been specifically hired and to work the shifts required at the required times flexibly, to ensure that staffing at the nursery can be managed effectively.
- Report to SMT immediately any changes in personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication, any social service involvement with their own children.

Monitoring staff behaviour

Within the nursery we:

- Ensure all new staff members are deemed suitable with the appropriate checks made.
- Provide new staff with an induction programme and start them on a probationary period so that they can be supported and assessed prior to going permanent.
- Conduct regular observations using all staff and management, during which interactions with children and their peers are reviewed.
- Have regular supervisions with all staff in which ongoing suitability will be monitored and recorded
- Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues
- Ensure any changes to their suitability to work with children are reported immediately to management

Ultimately, we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure in the safeguarding policy will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be referred to.