

Nursery Practitioner Behaviour

Policy Statement

All persons, staff whether paid or unpaid, students and volunteers are to conduct themselves in a professional manner conducive to caring for children and working within a team. This includes working with our families, working with multi-agencies and external professionals. Below are guidelines for appropriate conduct. This list is not exhaustive and other similar incidents or behaviours may be deemed as inappropriate conduct. Failure to adhere to these may result in disciplinary action and/or dismissal or disqualification from working with children. This code of conduct should be read in conjunction with the RUSU staff handbook and or students' college handbooks

All persons, staff, whether paid or unpaid, students and volunteers will:

- Adhere to Little Learners Nursery and RUSU Staff Policies
- Maintain confidentiality
- Maintain high standards of customer service
- Treat each and every child and their family with respect and fairness in accordance with Nursery and RUSU Policies.
- Treat colleagues with respect and fairness in accordance with Nursery and RUSU Policies.
- Dress professionally; Wear black trousers or shorts, flat black shoes/trainers and nursery uniform as provided. Staff with long hair should wear this tied back when working with the children or handling food. Jewellery and make-up should be kept to a minimum.

All persons, staff, whether paid or unpaid, students and volunteers will not:

- Be aggressive or violent towards children, customers or colleagues
- Be disrespectful or threaten children, customers or colleagues
- Smoke on the premises or near to the premises
- Steal from Little Learners Nursery or RUSU
- Take their mobile phones into the Children's zone of the Nursery, on outings or use them in areas where children are present.
- Use corporal punishment in any manner
- Deliberately damage Little Learners or RUSU property or resources
- Befriend parents using social media to ensure relationships remain professional.

The Use of Social Media

The use of social media provides opportunities to engage and communicate with other people online. However it is important that we ensure that consideration is given to the nursery and its reputation. The following applies to all nursery staff:

- Staff will not invite, accept or engage in communications with parents registered with the nursery on social media whilst employed at the nursery. In situations where staff are already friendly with parents and children prior to them joining the nursery, this information must be shared with the Nursery Manager and a risk assessment should be carried out and a written agreement in relation to boundaries is agreed.
- Staff are advised to set all privacy settings to the highest possible levels on all personal social media accounts.
- Staff must avoid posts that refer to specific, individual matters related to the nursery on any social media accounts and consider the nursery's reputation at all times.
- Staff should not share information that they would not want children, parents or colleagues to view.
- Confidentiality should be considered when posting on any social media application.
- Considerations should be given when uploading photos which contain the nursery logo.

a place where children grow