

## Staff Behaviour Policy

### Staff are expected to adhere to the following behaviour code:

- At all times staff must be familiar with the Safeguarding policy and will adhere to and follow all policies and procedures laid down on the settings website.
- 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 setting. 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 setting and will 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 setting.
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates.
- Staff will adhere to the setting dress code.
- Staff will respect all areas of confidentiality at all times.
- Staff are recognised as representatives of Stanmore Montessori and as such will act appropriately and not by association, bring the reputation of themselves or the setting into disrepute.
- Staff are to wear protective clothing when dealing with bodily fluids.
- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving a room or outdoor area.
- Staff are not permitted to use mobile phones whilst working with children. All personal phones are to be kept in a secure area in the kitchen.
- Staff will act in an appropriate manner when accessing social networking sites. Staff must not act in a way that will cause offence to families, colleagues and other associates and bring the setting 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 advise any existing friends or new requests to the Designated Safeguarding Lead (DSL)