



Staff Behaviour Policy

I expect all my assistant childminders to behave in an exemplary way at all times. Working in the provision sets examples of behaviour and conduct which can be copied by the children.

The safeguarding lead practitioner* in the provision is – Alexandra Marginean

- Staff are expected to treat children with courtesy, sensitivity, and respect.
- Staff must ensure they read and understand ALL policies and procedures of the setting.
- Staff to attend training as requested by the childminder.
- Ensure confidentiality is always maintained.
- Staff must avoid using inappropriate language or actions when speaking with parents or children.
- Staff have a duty to safeguard children from: physical abuse, sexual abuse, emotional abuse and neglect and concerns must be reported to the lead childminder immediately.
- Ensure they know who to report to in the event of Whistleblowing.
- Photographs may only be taken on the provision camera/phone.
- Misuse of the internet will lead to disciplinary action.
- Staff must not use their personal mobile phones/Camera'/IPads etc. during working hours.
- If a staff member uses physical restraint to protect a child from hurting themselves or others it must be immediately reported to the childminder and recorded.
- Staff are expected to dress suitably for working with children and to be neat and professional in appearance.
- Smoking is not permitted during working hours and staff must not smell of smoke when working.
- Use of alcohol and illegal drugs or legal drugs that impact on ability to care for children is not permitted during working hours and staff must not arrive at the setting under the influence of alcohol or illegal drugs.

- If a staff member is ill or is prescribed a new medication which might affect their suitability to work by their doctor or other medical practitioner, they must inform the childminder as soon as possible.
- If a staff member knows that they are or might be disqualified from working with children or disqualified by association** with another person who is disqualified from working with children, they must inform the childminder as soon as possible.
- Staff are expected to arrive on time and to complete their daily duties before departure.

**'Inspecting Safeguarding in early years' states 'when the setting is in operation, the designated safeguarding lead or an appropriately trained deputy should be available during opening hours for staff to discuss safeguarding concerns'. I believe this to mean that Ofsted inspectors are going to be checking the assistant has the same knowledge and understanding of safeguarding as the lead practitioner and will need the same training.*

***You can find further information about disqualification by association [here](#).*

Childminder's Signature: 

Date: 24.02.2023