

Butterfly Preschool and Bumbles Staff Behaviour Policy

Staff are expected to adhere to the following behaviour code:

- 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 pre-school. 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 pre-school and 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 pre-school and Out of School Club
- Staff will respect the views and opinions of all persons who use our setting and value diversity.
- Staff will dress in clothing that is appropriate.
- At all times staff will adhere to and follow the policies and procedures laid down by the Pre-School and Out of School Club Directors.
- Staff will respect all areas of confidentiality at all times.
- Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates.
- Staff are recognized as representatives of the Pre-School and Out of School Club and as such will act appropriately and not by association, bring the reputation of themselves or the Pre-School and Out of School Club into disrepute.
- Staff will act in an appropriate manner when accessing social networking sites. Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the pre-school and Out of School Club reputation into disrepute. Images or messages must not be posted that can be deemed to be inappropriate for someone working with young children. Staff are strongly advised not to accept parents as friends on social networking sites and must declare existing friends who become associated with the pre-school. Any actions deemed to be inappropriate will be subject to disciplinary procedures. Confidentiality procedures must be followed at all times.

This policy was adopted by Butterfly Preschool and Bumbles out of school Club on

_____ (date) Review date _____

Signed on behalf of staff

Signed by director _____

