



Staff Behaviour Policy

Staff Behaviour Policy

Staffing arrangements must meet the needs of all children and ensure their safety.

Policy Statement

All members of staff at Quackers After School Club are required to adhere to the following code of conduct.

Staff must be familiar with, understand and adhere to all the setting's policies and procedures at all times.

General Conduct

- Staff will wear the uniform provided and will otherwise wear appropriate length and fit shorts, skirts or trousers
- Staff will wear sensible non slip shoes whilst on duty
- Staff must make sure they are ready to start work at their appointed time
- Staff are to wear protective gloves when dealing with bodily fluids, dispose of nappies etc. in the appropriate manner, and must generally abide by the settings' Health and Safety policies and procedures
- Staff are not to have non-work related conversations in front of the children. Child centred attention is paramount at all times.

Illness, Health & Medication

- Staff must inform the Manager before 08:00 if they are sick and unable to attend
- If a member of staff is taking regular or irregular medication or has a health issue that may prevent them from carrying out their duties to the best of their ability, they must share this information with the setting's Manager (all medication must be kept in the office during session time).

Code of Conduct

- Staff must not smoke on or around the premises
- Staff must abide by the setting's confidentiality and information sharing policies and to only share information appropriately and when required
- Staff must treat children, parents/carers, colleagues and other professionals with respect at all times
- Staff will not show favouritism to colleagues or children
- Staff must not behave or speak in a discriminatory manner under any circumstances

Quackers After School Club

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com
Ofsted Registration: EY434782 Charity Registration: 1132767



- Staff must be aware of child to staff ratios at all times and make sure these ratios are met before leaving the room.

Alcohol & Drugs

- Staff must ensure that they are not unfit for duty as a result of the effects of alcohol or drugs. Staff should be aware of the lasting effects of alcohol and drugs, both prescription and illegal, and ensure that any consumption of these substances does not impair their ability to discharge their duties. If a member of staff is deemed to be under the influence by management they will be requested to leave the setting and will receive a written warning.

Smoking/Vaping

Smoking/Vaping is not permitted on site or nearby where you can be clearly identified as an employee. If staff chose to smoke during a break, hands must be washed upon re-entry. All paraphernalia must be locked away securely, way out of reach of children.

Safeguarding

- All members of staff must report to the Designated Safeguarding Officer any safeguarding issues or safeguarding concerns which may occur at the setting. Should these issues or concerns not be addressed in a satisfactory manner by the Designated Safeguarding Officer, staff must report directly to LADO
- All members of staff must report to the Designated Safeguarding Officer any safeguarding issues which may occur in their homes as well as any allegations made against them or anyone living in their household on a permanent or temporary basis as well as against them a partner who may not be living with them
- Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting. Phones must be switched on silent and put away securely. Staff are permitted to check phones during lunch breaks. Staff should inform any interested party (children's schools, partners etc) of the Pre-School telephone number, which they can call should the need arise. In emergency circumstances, staff may place their phones in the office under the care of the Office Manager
- Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children or staff, both past and present, on any social networking site. Staff may not befriend parents on social networking sites unless they were friends before
- Staff must prevent the abuse of younger or weaker children by older or stronger children through bullying, cruel or humiliating behaviour
- Staff will not be permitted into the Club if there is any indication that they are under the influence of alcohol or substance misuse
- All concerns must be referred to a manager and a record of the staff member's concerns is to be kept and placed in the safeguarding folder/concerns book.



Quackers After School Club

Staff Behaviour Policy

Issue E

- Staff must never let strangers into the setting without first asking them to identify themselves and seeking clearance from the Manager
- Staff will ensure that all children will be safely signed in by a member of staff
- Staff will ensure that children will be released into the care of their parents or designated carers only and will ensure that the children are safely signed out
- Because of their daily and sometimes intimate contact with children in a variety of situations, staff are vulnerable to accusations of abuse. Staff should take care not to put themselves into situations that may lead to allegations being made against them. It is advisable that at all times, or when possible, that staff ensures that they are not left alone with children. There should always be two members of staff in view or hearing of children, when possible, in order to protect both staff and children.

Signed on behalf of Quackers After School Club: _____

Position: _____

Quackers After School Club

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com
Ofsted Registration: EY434782 Charity Registration: 1132767



Document History

Issue	Review date	Revisions	Next review date
Issue A	April 18	None - Master	Sept 19
Issue B	Sept 2020	Formatting	Sept 2021
Issue C	Sept 2023	Changes	Sept 2024
Issue D	April 2024	Updating changes	Apr 2025
Issue E	November 2024	Updating changed	Nov 2025