Introduction:

Our Lady’s Pre-school aims to provide the best possible environment for staff and children alike. It recognises the importance of creating a friendly and respectful working environment where staff can feel valued.

Objective:

The aim of this policy is to make staff aware of how important their professional behaviour is within the setting and how it can affect the learning environment on a day to day basis.

Staff must be aware of their professional conduct at all times and realise that to behave in an unprofessional manner and not adhering to the policy may result in further disciplinary action.

Staff must acknowledge that the interest of the child is placed before all else.

The Child:

Staff must-

* Value and respect each child as an individual.
* Be aware of, and safeguard the rights of all children.
* Facilitate and promote the growth and development of the whole child.
* Be aware of and endeavour to meet the needs of each child for whom they are professionally responsible.
* Never show favouritism.
* Be a positive role model for all children in their care.

The Child within the Family

Staff must-

* See the child in the context of his or her family situation and be aware of differences in family structures in our society.
* Be aware that the care of the child is a shared responsibility which must take account of the customs, values and beliefs of the family or the main carers.
* Work in a cooperative and collaborative manner with the family to promote and safeguard the well-being of the children.

Professional Practice

Staff must-

* Ensure that no action is taken, or omission made, which is detrimental to the welfare and safety of, or that hinders the development of, the child, for example, strike action.
* Maintain the highest possible standards of performance, aim to improve their knowledge, skills and competencies by taking advantage of in service and other training.
* Constantly evaluate and self-reflect their own methods, policies and practices and be aware of the need to keep up to date with current developments in the light of changing needs and circumstances.
* Be aware of the need for confidentiality within their professional practice. Confidential information received should not be disclosed unless require by law or to protect the interests or welfare of the child.
* Be aware of the content and adhere to all the setting’s policies and procedures at all times with a strong emphasis on the Safeguarding policy.
* Not behave in a racist manner under any circumstances and must never make racist or sexist remarks.
* Not be permitted into the building if there is any indication that they are under the influence of alcohol or substance misuse.
* 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 and staff, both past and present, on any social networking sites. (Social Media policy)
* Not permitted to have a mobile phone in their possession whilst on duty at the setting. (Mobile Phone policy)
* Wear the uniform provided.
* Wear sensible shoes whilst on duty.
* Raise concerns in accordance with the settings Whistle blowing policy.
* Inform the Manager before 8am if they are sick and unable to come to work the next day.
* Not smoke on or around the premises. (No Smoking policy)
* Promote positive role modelling towards other colleagues and professionals.
* Remember to respect each other, being inclusive at all times.
* Use their time outside of working hours to discuss any plans they may have which are not work related.

Working with others

Staff must-

* Work in a cooperative manner with other professionals in the care and education of all children.
* Acknowledge and respect the contribution of other colleagues who share in the provision of the service.
* Share their knowledge, demonstrate their skills with students and other colleagues to develop and promote good childcare practice whilst offering guidance and support as appropriate.
* Be prepared to give support and supervision to, and receive support and supervision from colleagues and management to further their own personal and professional development and that of the service.
* Acknowledge that in a difference of opinion within your professional role, a person may seek further advice from the manager or others to maintain what is in the best interest of the child.
* Understand they have the responsibility to make a referral or seek advice from the local authority Safeguarding Adviser if they believe the response of a consultation is inadequate and does not meet the needs of the child/family.

STAFF MUST AT ALL TIMES ACTIVELY PROMOTE, AND TAKE ALL OPPORTUNITIES TO IMPROVE, THE STATUS OF THEIR PROFESSION

This policy was reviewed and adopted at a meeting of Our Lady’s Pre-school held on

Date February 2023…….

Signed on behalf of the Management Committee……………………………………….

Name of Signatory………………………………………..Date …………………………..