



St Bede's Childcare Ltd

Staff Behaviour and Safer Working Practice Policy

Safeguarding and Welfare Requirement:

Providers must ensure that all staff are suitable to work with children and understand their safeguarding responsibilities. (EYFS 2024, 3.9)

Policy Statement

St Bede's Childcare is committed to safeguarding and promoting the welfare of children. This policy sets out the expectations for staff behaviour and professional conduct to ensure children are safe, respected, and cared for appropriately at all times.

This policy must be read alongside the **Safeguarding and Child Protection Policy, Online Safety Policy, and Confidentiality Policy**.

Principles

All staff must:

- Act in the **best interests of children at all times**
- Maintain **professional boundaries**
- Provide a safe, caring, and inclusive environment
- Be aware that their behaviour, both in and out of work, can impact their suitability

Professional Conduct

Staff are expected to:

- Treat children, parents/carers, colleagues, and professionals with respect
- Promote equality, diversity, and inclusion
- Follow all setting policies and procedures
- Maintain appropriate dress and hygiene standards
- Be punctual and prepared for work

Safeguarding Responsibilities

All staff must:

- Be vigilant to signs of abuse or neglect
- Report concerns **immediately to the Designated Safeguarding Lead (DSL)**
- Record concerns accurately
- Understand that safeguarding is everyone's responsibility



If concerns are not addressed, staff must escalate to senior management or follow the **Whistleblowing Procedure**.

Whistleblowing

Staff have a duty to report concerns about:

- Unsafe or inappropriate practice
- Concerns about colleagues
- Safeguarding failures

Staff will be supported and protected when raising concerns in good faith.

Professional Boundaries

Staff must:

- Maintain appropriate relationships with children and families
- Not show favouritism
- Not engage in inappropriate or personal relationships with parents/carers
- Avoid situations where they are alone with a child where possible

Physical Contact

- Physical contact must be **appropriate, necessary, and in the child's best interests**
- Staff must:
 - Support children with care needs appropriately
 - Avoid unnecessary or inappropriate contact
 - Be mindful of how actions may be perceived
- Any concerns regarding physical contact must be reported

Use of Mobile Phones and Technology

- Personal mobile phones must not be used in areas where children are present
- Staff must not take photographs on personal devices
- Only authorised devices may be used
- Staff must not share information about the setting, children, or colleagues online

Confidentiality

Staff must:



- Keep all information about children and families confidential
- Only share information where appropriate and necessary
- Store records securely

Information must be shared if there are **safeguarding concerns**.

Health, Wellbeing and Suitability

Staff must:

- Inform the Manager of any health condition or medication that may affect their ability to work
- Not attend work under the influence of alcohol or drugs
- Inform the setting of any changes that may affect their suitability to work with children (including household changes where relevant)

Safe Practice

Staff must:

- Ensure appropriate supervision of children at all times
- Follow procedures for:
 - Signing children in and out
 - Nappy changing and personal care
- Avoid being alone with a child where possible
- Challenge unsafe or inappropriate behaviour

Online and Social Media Conduct

Staff must:

- Not share information about children or the setting on social media
- Not communicate with parents through personal accounts
- Maintain professional boundaries at all times

Visitors and Security

Staff must:

- Challenge unknown individuals
- Follow procedures for visitor identification
- Ensure the setting remains secure at all times



Breaches of Policy

Failure to follow this policy may result in:

- Disciplinary action
- Suspension
- Referral to external agencies where appropriate

Monitoring and Review

- The Manager will monitor staff conduct and compliance
- Staff will receive regular supervision and training
- This policy will be reviewed annually