**The Berrypatch Nursery and Out of school club**

**Staff and Committee Behaviour Policy**

It is our aim to provide a friendly and respectful working environment for all staff and committee, where they are able to feel valued by their colleagues and be assured that any problems which might arise will be dealt with in an appropriate and professional manner.  Staff and committee members conduct also has a big impact on the learning environment for the children and staff should be aware of this at all times.

In order for the above to be achieved all staff and committee members have a responsibility to conduct themselves in the following professional manner:

* To respect their colleagues as individuals and be aware of their needs
* To work as a team and support each other as much as possible
* To discuss any problems/issues with the manager to prevent them from escalating
* Never to talk derogatorily about a member of staff/Committee member to anyone behind that person’s back
* To keep personal conversations to a minimum and for appropriate times – always putting the needs of the children first
* To value the views of all staff/committee members so that they feel that their contributions will be listened to
* To offer help if they see other staff members/committee members struggling and to ask for help if they need it themselves
* To work in such a manner which promotes teamwork and support to the whole team

Staff and committee members are also expected to follow all policies and procedures of the group to ensure consistency .All staff also have the responsibility to:

* Report any concerns about a child with regard to safeguarding children to the Designated Safeguarding Lead
* Report any concerns about another staff members conduct with regard to safeguarding to the Designated Safeguarding Lead or report directly to the Designated Officer within the local authority
* Refrain from using adult language/actions within the group
* Follow the Social Media Policy
* To maintain professional boundaries with children and families

In order to support staff the following is in place:

* Management review of childrens folders to give help and support and guidance
* Peer on peer observations
* Supervision meetings
* Training updates
* Contact details available if they are concerned about another member of staff or childcare professional
* Mental health support