Staff Behaviour Policy

All persons, staff whether paid or unpaid, students and volunteers at Flexi-Minder are to conduct themselves in a professional manner which is conducive to caring for children and working within a team. This includes working with our families, working with multi-agencies and external professionals.

The following are guidelines for appropriate conduct. Please note this list is not exhaustive and other similar incidents or behaviours may be deemed as inappropriate conduct. Failure to adhere to these may result in disciplinary action and/or dismissal or disqualification from working with children. This code of conduct should be read in conjunction with all other Flexi-Minder Policy.

**All persons, staff, whether paid or unpaid, students and volunteers will:**

* Adhere to Flexi-minder’s Policies and procedures.
* Carry out all roles within their contractual agreements.
* Maintain confidentiality.
* Maintain high standards of customer service.
* Treat each child and their family with respect and fairness in accordance with our policy and procedures.
* Treat colleagues with respect and fairness in accordance with our policies.
* Dress professionally, following our Flexi-Minder nursery uniform policy.
* Attend all staff meetings and training in line with their contractual agreements.

**All persons, staff, whether paid or unpaid, students and volunteers will:**

* All persons, staff, whether paid or unpaid, students and volunteers will not:
* Be aggressive or violent towards children, customers or colleagues.
* Be disrespectful or threaten children, customers or colleagues.
* Smoke on the premises and following our non-smoking policy.
* Steal from Flexi-Minder including copywriting any documentation. 
* Use their mobile phone within the settling unless in designated zones.
* Use corporal punishment in any manner .
* Deliberately damage Flexi-Minder property or resources.
* Befriend parents using social media to ensure relationships remain professional.

This policy was written by Lucy Allcock on behalf of Flexi-Minder on the 24/1/19