**Staff Behaviour Policy**
All our staff are expected to adhere to the following behaviour code:

* Staff are expected to behave in a polite and courteous manner towards children and their families, as well as colleagues, other professionals who use the Preschool and people in the local community.  Staff will maintain a professional approach at all times
* Staff will not smoke on the premises and will follow the ‘no smoking policy’
* Staff will not come to work under the influence of alcohol or drugs including prescription medication that may hinder their ability to work safety in the preschool
* Staff will respect the views and opinions of all persons who use the setting and value diversity
* Staff will adhere to the preschool dress code
* At all times staff will adhere to and follow the policies and procedures laid down by the Preschool management team
* Staff will respect all areas of confidentiality at all times
* Staff will respect the opinions and diversity of all families, children, colleagues, visitors and associates
* Staff are recognised as representatives of the preschool and as such will act appropriately at all times and not by association, bring the reputation of themselves or the preschool into disrepute
* Staff will act in an appropriate manner when accessing social networking sites. Staff must not act in a way that may cause offence to families, colleagues and other associates and bring the preschool reputation into disrepute.  Images and messages must not be posted that can be deemed to be inappropriate for someone working in a preschool environment and working with young children. Staff must not accept parents as friends on social networking sites and must declare existing friends who become associated with the preschool.  Any actions deemed to be inappropriate will be subject to disciplinary procedures.  Confidentially procedures must be followed at all times