



## **BEHAVIOUR POLICY** **STAFF, PRACTITIONERS, STUDENTS & VOLUNTEERS**

### **Staff Conduct**

York Childcare (YC) is committed as a company to ensuring that staff teams care for one another and work together as a team to provide a safe and secure environment for each individual with whom they come into contact.

YC expects employees to maintain a professional approach at all times.

Employees are expected to:

- Set high expectations for behaviour,
- Model respectful behaviour within nursery settings and treat all colleagues and children fairly,
- Show respect, understanding, sensitivity and tolerance towards each other,
- Give encouragement to their colleagues,
- Never use any form of physical or abusive behaviour,
- Never humiliate colleagues.

### **Time Keeping**

Shift start and end times are the times during which you are expected to work. It is your responsibility to have arrived on site, stored any personal belongings and have reached the nursery room by the shift start time.

If you know that you are likely to be late for your shift, you should contact the nursery before your shift time so that alternative arrangements can be made to ensure staffing ratios are covered.

Staff entering the building at or after the shift start time will be classed as late, which will be recorded on their attendance record; staff will then be required to make up the time at the end of their shift or pay will be deducted.

Persistent lateness, including returning late from breaks, will be dealt with using a formal performance management process.

### **Signing In / Out Sheets**

Signing In and Out sheets have a dual purpose:

- 1 – To show who is in the building for Health and Safety purposes
- 2 – To record the number of ACTUAL hours worked which must be signed each day as confirmation that the information is true and accurate.



You must ensure that signing in sheets are completed as below:

**Name** – Your full name

**In** – The time you enter the building **not** the time you start work\*

**Out** – The time you leave the building **not** the time your shift ends or the time you stop working\*

\* There are two boxes to account for leaving the premises on your break.

**Hrs** – The **exact** hours you have worked that day (minus any breaks), **not** the hours you were scheduled to work and **not** the total hours you were in the building.

**Signature** – You are signing to confirm that the above information is correct.

**Do not write your shift pattern on the sheet.**

### **Swapping shifts**

YC acknowledges that there may be times when you are unable to work the shift you have been allocated and instead of taking holiday or toil you may wish to swap with a colleague. Please be aware that it is your responsibility to find someone to swap your shift with and ensure it is a like for like swap and to keep your Room manager and Nursery Manager informed of any agreements. It is not the Nursery Managers role to find someone to fulfil a shift that you are unable to work.

### **Absence**

Any absence from your allocated shift must be dealt with in the same way as sickness absence. If this policy is not followed pay will be deducted and dealt with using a formal performance management process.

### **Contacting staff outside of the setting**

YC accepts that staff will become friendly with their colleagues and may wish to contact each other outside of working hours, and whilst we encourage communication between staff it is important that you are mindful of discussions that you engage in and that some staff may not wish to be contacted outside of their working hours about work-related matters.

YC expects that confidentiality remains in place at all times.

### **Inappropriate personal conversations and gossiping**

YC expects that all staff will set high expectations for children's behaviour and must model respectful behaviour within nursery to achieve this; this includes ensuring that personal conversations that do not benefit the children **do not** take place in the room or where children may overhear.

YC expects all employees to show respect, understanding, sensitivity and tolerance towards each other and will not accept employees gossiping in the workplace. Gossiping is defined as conversation or reports about the private lives of other people, and that might be unkind, disapproving or untrue.



Any staff heard participating in personal conversations or gossip which is deemed inappropriate will be dealt with under the Disciplinary Procedure.

The above is not an exhaustive list of expected behaviour of employees, YC encourages employees to use their professional judgement to ensure they are behaving in a professional and acceptable manner and to treat their colleagues how they would wish to be treated themselves.

#### **Dealing with unacceptable behaviour in the workplace**

- If appropriate and/or necessary, a staff member who is present should intervene immediately.
- Line Managers will speak to staff to try and resolve the situation.
- Depending on the severity of the situation, allegations of or continuous unacceptable behaviour will be investigated and the Disciplinary Procedure will be used if employees behave in an unacceptable manner.

#### **Grievance Procedure**

If employees feel that they are being treated unfairly they are able to use the Grievance or Bullying & Harassment Procedures as appropriate.