

Staff Behaviour Policy (Updated for EYFS 2025)

Policy Statement

At Butterflies Nursery, we are committed to maintaining a professional, respectful, and child-centred environment. This policy outlines expected standards of conduct for all staff members, ensuring professionalism, positive interactions, and a safe, nurturing setting for children.

Professional Conduct

- Staff members must behave professionally at all times, both within and outside the childminding setting.
- All staff must adhere to policies, procedures, and ethical standards set by Butterflies Nursery and comply with **EYFS 2025** requirements and safeguarding policies.

Respectful Interactions

- Staff will treat all children, parents, colleagues, and visitors with **respect, fairness, and dignity**, regardless of background, culture, or beliefs.
- Interactions with children should be **positive, encouraging, and age-appropriate**, fostering a sense of trust and emotional security.
- Any form of **harassment, bullying, discrimination, or inappropriate behaviour** will not be tolerated.

Confidentiality

- Staff must maintain **strict confidentiality** regarding personal or sensitive information about children, families, and colleagues.
- Confidential discussions should only take place with **authorised personnel** or when legally required.

Maintaining Professional Boundaries

- Staff must maintain **clear professional boundaries** with parents, children, and colleagues.

- **Personal relationships or conflicts of interest** that may compromise professionalism must be disclosed to management.

Appearance and Dress Code

- Staff should present themselves in a **professional, practical, and safe** manner.
- Clothing must be **appropriate for working with children**, taking into account hygiene, safety, and cultural sensitivity.

Punctuality and Attendance

- Staff must arrive **on time** for scheduled shifts and meetings.
- Any **expected absence or lateness** should be communicated **promptly** to management.

Personal Conduct

- Staff must refrain from behaviour that may be **harmful, offensive, or inappropriate**, including:
 - **Discrimination, harassment, or bullying**
 - **Substance abuse or intoxication while on duty**
 - **Use of inappropriate language, gestures, or actions**
- Staff must **adhere to social media policies**, ensuring they **do not** post anything that could compromise the setting's reputation.

Compliance with Policies & Procedures

- Staff must be familiar with and follow all policies, including those related to:
 - **Safeguarding and child protection**
 - **Whistleblowing**
 - **Health and safety**
 - **Data protection and confidentiality**

Alignment with EYFS 2025 Changes

This policy aligns with the **EYFS 2025 updates**, ensuring that:

- **Safer recruitment measures** are followed, including verifying references from authoritative sources.
- **Whistleblowing procedures** are clearly outlined, ensuring staff can report unsafe practices.
- **Safeguarding training requirements** are met, ensuring staff are competent in handling child welfare concerns.
- **Information sharing** protocols are in place to comply with the latest "**Keeping Children Safe in Education**" guidance.

Disciplinary Procedures

- Violations of this policy may result in **disciplinary action**, including:
 - **Verbal or written warnings**
 - **Suspension**
 - **Termination of employment** (for serious breaches)
- Investigations will be **fair, transparent, and follow due process**, allowing staff to respond appropriately.

Review and Monitoring

This policy will be reviewed **annually or sooner** if changes in legislation or local guidelines require updates. Feedback from staff, parents, and external agencies is welcomed to ensure **continuous improvement**.

Signed: Chrissie Day

Date: 2nd July, 2025