



Professional Conduct and Boundaries Policy

Introduction

This policy has been developed to ensure that all staff are aware of the pre-schools requirements in regards to their conduct and behaviour within the pre-school and outside.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.2 Supporting every child 3.4 The Wider Context	4.4 Personal Social and Emotional Development .Knowledge and Understanding of the World

Professional Conduct and Boundaries

Pre-School staff are expected to conduct themselves in a professional manner at all times whilst in the nursery and adhere to the confidentiality policy. Staff are expected to be polite, respectful and courteous to parents and carers at all times, whilst maintaining a sensitive understanding of cultural and religious differences. *Staff should be aware of location and who is in the vicinity when discussing parents and children, ensuring that these discussions are not overheard.*

Abacus pre-school recognises that relationships will naturally form between parents and staff during their child's time at nursery. However Abacus does not promote these relationships to overstep professional boundaries, for example discussing other members of staff, parents or incidents that have occurred within the pre-school. This would be taken as a serious breach of confidentiality and the pre-schools disciplinary procedures would be enforced.

Abacus discourages social networking e.g facebook, interactions with parents who are not pre-existing friends of staff members. Staff are advised not to disclose the

pre-schools name on any social networking sites. Abacus recognises that once parents and their children have left the pre-school, staff members may become friends on social networking sites, though confidentiality procedures still apply.

If staff have a close relationship with a parent they should disclose this to the pre-school manager.

During their professional role staff will at times liaise with external bodies, such as Ofsted, Social Care or the local authority. Staff will conduct themselves in a professional manner ensuring the positive reputation of the pre-school is maintained. Staff need to be aware of the importance of clear communication and record keeping.

Abacus recognises that staff may have personal problems and are able to speak to the pre-school manager about these. These however should not interfere with staff members roles and responsibilities within the pre-school. If this continues to have a negative impact on the pre-school, additional support will be identified and the situation will be monitored. In extreme cases the disciplinary and grievance procedure will be followed.

The pre-school does not encourage staff to take part in babysitting services for parents of the pre-school or children's birthday parties.

This policy was written: March 2012

Date to be reviewed: March 2013

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Chairperson signature: Ellie Savidge _____