

Staff Behaviour Policy

At YMCA Brunel Group, we take the safety and welfare of our children and staff seriously. This policy ensures our staff members behave in an appropriate and professional manner both as a role model for children and other staff and to protect all children in our care. Within this policy, we will also ensure that any concerns about staff behaviours or general ways of working are closely monitored, discussed and supported to ensure that all children are safeguarded throughout their time with us.

Expected staff behaviour

Within our nursery, preschool and our out of school setting we expect our staff to:

- Put our children first. Their safety, welfare and on-going development is the most important part of a staff member's role
- Behave as a positive role model for the children in their care by always remaining professional and demonstrating caring attitudes to all
- Work effectively as part of the team by being open, honest and hard-working.
- Be aware of their requirements under the EYFS Statutory Framework and our childcare policies and procedures which are designed to keep children safe from harm whilst teaching children and supporting their early development and enjoyment with us.
- React appropriately to any safeguarding concerns; quickly and concisely in accordance with our Child Protection and Safeguarding Policy and Procedure.
- Not share any confidential information relating to the children, staff or our families that come to our settings.
- Maintain the public image of YMCA Brunel Group and do nothing that will put the setting into disrepute
- Ensure that parental relationships are professional and that external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional. No staff member should be linked to parents on social media during their time at YMCA Brunel Group unless they had links prior to the family joining.
- Babysitting children outside of the nursery setting is not something we encourage or endorse; however, should you provide this service to a family that has a child with us you understand this is a private arrangement with the family and the YMCA hold no responsibility or liability for this. It is important that you understand these private arrangements MUST not interfere or affect your working hours or relationships with other staff and children at the setting. Should you breach any of the terms and conditions of your employment with us the formal procedures of the YMCA will be followed.
- Report to management immediately, any changes in personal life that may impact on the ability to continue the role. These may include (but not limited to) changes in police record, medication or health, any social service involvement with their own or a partner's children and the development of intimate relationships with parents.

Monitoring staff behaviour

Within the childcare setting we:

- Ensure all new staff members are deemed suitable to work with children through our safer recruitment policy and practice.
- Ensure that all staff have a detailed induction and clearly understand their duties and responsibilities.
- Give all staff the daily opportunity to speak to their supervisor or the setting leaders if they are unclear or have concerns. We operate an open-door policy for staff to speak to our managers.
- Conduct regular observations of a staff member's practice to ensure their suitability and practice.

- Have regular supervisions with all staff in which on-going suitability will be monitored and recorded and staff are encouraged to share any questions that they may have.
- Use a whistleblowing policy that enables team members to discuss confidentially any specific concerns about their colleagues. This is detailed within our Child Protection and Safeguarding Policy
- Operate staff suitability forms and clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management and dealt with appropriately.
- Renew staff checks as and when required in line with our policies and procedures to ensure the safety and well-being of the children in our care

Some behaviours that may cause concern and will be investigated further to check whether we can offer emotional support or practical help. In some circumstances we may look at the person's on-going suitability to work with children:

- Changes in moods or well-being, becoming withdrawn, lacking enthusiasm.
- Sudden changes in religious/ cultural beliefs (as this may be a sign of radicalisation).
- Changes in the behaviour towards the children or the other members of the team (becoming friendlier, closer, isolation, avoidance, agitation etc.)
- Sudden outbursts of emotion such as anger or upset.
- Seeming to be unwell and not seeking medical opinion.
- Secretive behaviours.
- Missing shifts, calling in sick more often, coming in late.
- Standards in work slipping.
- Crisis in personal life.
- Forging unsuitable relationship/ friendships both inside and outside work.
- Exhibiting unsuitable behaviour on social media or in the community.

Procedures to be followed:

If you have a concern about changes in staff behaviour within the childcare setting, please report it immediately to the designated safeguarding lead and/or the setting manager but do not discuss with other staff members. A confidential meeting will be called with the individual and a member of management to confidentially investigate the concern. We will aim to support the staff wherever possible, and it is our responsibility to ensure their on-going suitability to work with children.

Ultimately, we are here to ensure all staff can continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children, then the procedure on our Child Protection and Safeguarding Policy will be followed for Allegations Against Staff members and the LADO or DOFA will be informed.

All conversations, observations and notes on the staff member will be logged, kept confidential and securely in accordance with Data Protection laws and GDPR.

Signed on behalf of YMCA Brunel Group
(original signed copy held at registered office)

Mike Fairbeard

Role of Signatory

Chief Executive

Date of Review of Policy

January 2027

Approved by trustees

31st January 2026

