GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Staff Behaviour Policy

Purpose and scope

Gemma, employed assistants and volunteers must provide safe, respectful care at Gems tiney Home Nursery. Adults model kindness, remain attentive and follow setting policies. Gemma is responsible for clear expectations, induction, supervision and appropriate action when standards are not met.

Conduct and professional boundaries

Adults use calm, respectful language with children, families and colleagues. Humiliation, intimidation, discriminatory conduct, threats, corporal punishment and inappropriate or sexual contact are prohibited. We support children's feelings, communication and individual needs without labels or punitive withholding of care.

Appropriate comforting and personal care follow the Physical Contact and Nappy and Toilet Training policies. Existing friendships or family relationships must be managed transparently so they do not compromise professional judgement, confidentiality or equal treatment. No adult asks a child to keep unsafe contact or behaviour secret.

Supervision safe work and reliability

Adults maintain agreed supervision and ratios, know their responsibilities during transitions and communicate before leaving an area or handing over care. Children must not be left unattended for personal tasks. Accidents, near misses, hazards and errors are reported promptly and honestly.

Staff arrive ready for their agreed hours and report illness or delay promptly so safe cover can be planned. Clothing, footwear, jewellery and hygiene must be appropriate for

childcare and the tasks undertaken. Adults seek help if overwhelmed rather than continue unsafe practice.

No adult works impaired by alcohol, drugs or medication. Medical advice is required where medication may affect safe care. Adults disclose information relevant to suitability and follow smoking, vaping, illness and health and safety procedures.

Phones photographs and confidentiality

Approved phones, including authorised personal phones, may be kept available for the tiney app, suitable photographs, care records, parent communication and emergencies. Use is brief and purposeful, with supervision maintained; personal browsing and non-urgent messaging take place only on breaks away from childcare responsibilities.

No photographs, filming or app entries take place during intimate care. Devices, accounts, images and records follow the Mobile Phone Camera and Photographs Policy. Children's information is not put on personal social accounts, shared with unauthorised people or uploaded to unapproved AI tools.

Confidential information is handled securely and shared only for a lawful need. This does not prevent necessary safeguarding referrals, cooperation with statutory agencies, protected whistleblowing or obtaining appropriate independent advice.

Safeguarding and speaking up

Gemma Bayley is the designated safeguarding lead. Adults report child welfare concerns promptly and follow direct referral procedures where necessary. If Gemma is unavailable, implicated or fails to act, contact children's social care, police, LADO or tiney as appropriate without waiting for her permission. Immediate danger requires 999.

Concerns about any adult living, working or caring for children, including conduct outside work relevant to suitability, must be reported. Do not investigate an allegation independently or confront its subject before statutory advice. Genuine concerns about unsafe practice are taken seriously without retaliation.

Training accountability and fair action

Adults complete required checks and training, keep first aid and safeguarding knowledge current and use supervision to discuss practice. Sole care requires proper suitability, competence, first aid and parental permission and must not exceed two hours in one day.

Gemma addresses concerns fairly and proportionately under applicable employment procedures. Safeguarding action, LADO or police advice and statutory referrals may be required alongside any employment process. An allegation is not treated as established fact, and disciplinary decisions are not automatic solely because a concern was raised.

Staff must use official social media only when authorised and follow the Social Media Policy. Nothing here prohibits lawful criticism, legitimate complaints, trade union activity or protected disclosures. This policy is reviewed annually and after significant changes. References: current EYFS childminder framework; Working Together to Safeguard Children 2026; relevant Acas guidance.

Policy owner: Gemma Bayley
Reviewed: November 2026
Next review due: November 2027