



Buckles and Bows Pre-School Nursery Staff Behaviour Policy

Policy Date: 18 March 2026

Review Date: March 2027

Designated Safeguarding Lead (DSL): Lisa Fuller

Introduction

This policy is written in line with the Early Years Foundation Stage (EYFS) statutory framework. At Buckles and Bows Pre-School Nursery, safeguarding is everyone's responsibility. All staff are expected to maintain the highest standards of professional behaviour to ensure the safety, wellbeing, and development of children aged 2–4 years in our care.

Safeguarding Responsibilities

In line with EYFS requirements, all staff must be vigilant and proactive in safeguarding children. Any concerns must be reported immediately to the Designated Safeguarding Lead (DSL), Lisa Fuller. Staff must follow all safeguarding procedures and understand their role in protecting children from harm.

Professional Conduct

Staff must act as positive role models at all times. This includes using appropriate language, maintaining professional boundaries, and treating all children, families, and colleagues with respect.

Medication, Alcohol and Substances

Staff must ensure that any medication taken does not affect their ability to care for children safely, in line with EYFS suitability requirements. Staff must inform the manager if they are taking medication that could impact their performance. Alcohol or illegal substances must not be consumed before or during working hours.

Smoking and Vaping

Smoking and vaping are strictly prohibited anywhere on the nursery site in line with health and safety expectations.



Mobile Phones and Smart Technology

Personal mobile phones must be placed in the designated box in the kitchen at the start of the day. Phones may only be accessed during staff lunch breaks and must be used in a separate room away from children.

The nursery provides tablets for recording observations using the Tapestry app. These must only be used for professional purposes and must not be shared.

Social Media

Staff must not add or accept parents or carers on personal social media accounts. No information, images, or comments relating to the nursery, children, or families may be shared online.

Supervision and Ratios

Staff must adhere to EYFS staff-to-child ratio requirements at all times. Children must be supervised appropriately, including during play, transitions, and mealtimes. During eating times, staff must be fully attentive and support safe eating practices.

Confidentiality

All information regarding children and families is confidential and must be handled in accordance with EYFS and data protection requirements.

Whistleblowing

Staff are encouraged to report any concerns about poor practice or behaviour of colleagues in line with safeguarding duties.

Breaches of Policy

Failure to follow this policy may result in disciplinary action in line with nursery procedures.

Signatures

Chair of Trustees Signature: _____ 

Date: _____ 07/04/2026 _____