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## **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.

### **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.*

Bopeeps pre-school recognises that relationships will naturally form between parents and staff during their child's time at nursery. However Bopeeps 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.

Bopeeps 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. Bopeeps 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.

Bopeeps 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.

Policy written Date: November 2016

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Policy Review Date: November 2019