

Happy Times After School Club

Staff Behaviour Policy/ Code of Conduct

Happy Times After School Club expects all members of staff to follow our **Staff Behaviour Policy**, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Club staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Club staff also have a responsibility to maintain their reputation and the reputation of the Club, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for Happy Times After School Club and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the Club (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the Club **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at the Club. If any member of staff exhibits such behaviour they will be subject to the Club disciplinary procedures.

For more details see our **Aggressive Behaviour policy** and **Staff Disciplinary policy**.

Dress code

Whilst working at Happy Times After School Club staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Confidentiality and social media

Employees must not disclose official/confidential information. Employees must not use information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. Also for information relating to patents and intellectual property.

Information on children may not be disclosed without the consent of the child's parent, or where a child is of reasonable understanding, the child. The only exceptions to this are:

- To safeguard the welfare of the child, information may be disclosed in accordance with the Happy Times After School Club' safeguarding policy and Working Together To Safeguard Children (DfE December 2020).
- Where information is requested by the Police to detect or prevent offending.
- Where otherwise allowed to be disclosed by a legal obligation (for example, to give information to a child protection case conference), or an Order of a Court.

It may not be appropriate to agree to maintain confidentiality, where to do so would cause harm or allow unacceptable practices to persist.

See also Data Protection Policy, Safeguarding Policy and Whistleblowing Policy

Disclosure of information

Employees of Happy Times After School Club may in the course of their duties have access to confidential information. The law requires that certain types of information must be available to LA Members, auditors, government departments, service users and the public. Employees will obtain permission and advice from the Directors before sharing personal information.

Employees must not use any information obtained during their employment for personal gain or benefit, nor should they pass it on to others who might use it for personal advantage.

Disclosure of personal information relating to employees/children/public

Many employees have access to personal information relating to other employees, children and other members of the public. All employees must treat this information in a discreet and confidential manner (the Data Protection Act 2018 and GDPR in force from May 2018) and adhere to the following guidelines:

- Written records and correspondence should be kept securely at all times.
- Information relating to staff/children/public must not be disclosed either orally or in writing to unauthorised persons.
- Information relating to children/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Employees should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information.
- Confidential matters relating to staff/children/public should not be discussed in areas where they may be heard by passers-by, i.e. corridors, reception, lifts, staff room, etc.
- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action.

As a general rule, employees of Happy Times After School Club should not make statements or write letters to the media, if in doubt they should refer such matters to the Directors.

Use of mobile phones and cameras

Staff personal mobile phones must keep it in a club nominated specific box kept in the kitchen, during working hours.

If a member of staff needs to make an urgent personal call they can use the Club phone or make a personal call from their mobile in the kitchen.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager or Deputy.

Staff may only use the club camera to take photographs of children at the Club, except with the express permission of the Manager.

Staff must **never** use their personal mobile phones or cameras to take photographs at the Club during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.

See our **Mobile Phone policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

Contact with Pupils and other Young People

The DfE produced an advisory document called 'Guidance for Safer Working Practice for adults who work with children and young people'. The document was updated in April 2020 to reflect the online learning during the Covid 19 pandemic.

<https://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-2019/>

Happy Times After School Club has endorsed this guidance and staff are expected to be guided by it. The guidance includes information on dealing with:

- Infatuations
- Social Contact
- Physical Contact
- Physical Education and other activities which require physical contact
- Showers and Changing
- Pupils in Distress
- Behaviour Management
- Care, Control and Physical Intervention
- Sexual Contact with Young People
- One to One Situations
- Overnight Supervision and Examinations
- Transporting Children
- Educational Visits and After School Clubs
- First Aid and Administration of Medication
- Intimate Care
- Sensitive areas of the Curriculum
- Photography, Videos and other Creative Arts

Relationships

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within the community.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on the Club premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto the Club premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken. If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately. Any prescribed medication needed by a staff member whilst at the Club, must be stored safely in the specific box out of reach and sight of the children attending the Club.

See our **Smoking, Alcohol and Drugs policy** for more details.

Eating and Drinking at work

Staff should not bring or consume energy drinks, fizzy drinks, crisps, chocolates or any type of Nuts during working hours.

Gross misconduct

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our **Staff Disciplinary policy**.

Gifts and Hospitality

Employees must not accept significant personal gifts from parents or children. However, there are occasions when children or parents wish to pass small tokens of appreciation to staff, e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value, generally not exceeding the value of £25.00. It is the responsibility of the person receiving the favour to prove that it was not received dishonestly. Employees must ensure:

- When acting in an official capacity they must not give the impression that their conduct both inside and outside work with any person or organisation is influenced by the receipt of gifts, rewards and hospitality or any other such consideration.
- They think about the circumstances in which offers are made and are aware that they may be regarded as owing a favour in return.
- They have permission from their line managers before accepting such offers and are aware that the offers may have to be returned or refused.
- That when gifts or hospitality have to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the company.
- Employees must be particularly wary from accepting gifts from a child where it is suspected that a child has a crush on the employee.

Personal Behaviour

The company believes in treating all employees with respect and trust in a mature, respectful and considerate manner and expects the same approach from employees. The company expects employees to respect the Company property, the hosting school's property, other employees and their property and the public at all times. Employees also demonstrate the characteristics they are trying to inspire in children. Failure to observe the standards of behaviour expected breaks the bond of trust that is fundamental to the employer/employee relationship and may lead to disciplinary action.

Please all refer to the Smoking, Alcohol and Drugs Policy and Social Media Policy.

Absence from work

All absence should be approved prior to it being taken. Failure to notify absence is unauthorised absence and could leave children at risk of harm (insufficient ratios).

Poor timekeeping

Supervisors and Managers must set a timekeeping standard that is known to all employees. This standard should be applied consistently with employees arriving and departing from their place of work at the agreed times. Failure to abide by good timekeeping could put children at risk of harm (insufficient staff to child ratios).

Negligence

Negligence arises from failure by the employee to exercise reasonable care in his or her work. Employees must not cause loss or damage through carelessness, negligence, a reckless act or breach of instructions. It is only a disciplinary offence if the individual is considered to be personally responsible.

Refusal to obey a reasonable instruction

It is the responsibility of all employees to carry out reasonable instructions. In those circumstances where an employee refuses to obey a reasonable instruction, it will be necessary to investigate the situation and depending on the outcome of an investigation it may result in disciplinary action.

Social behaviour

Employees should be aware of the following expected standards of behaviour when attending work related events in and outside of worktime where attendance could be seen as representing the company:

- Consideration and respect for others
- Those in a position of management/supervision should not behave in any way that could undermine their position
- The company should always be seen in a favourable way by the public

Please also refer to the Smoking, Alcohol and Drugs Policy and Social Media Policy.

Health & Safety

Employees also have a duty to familiarise themselves with all the safety regulations that apply to their job and the area in which they work. **Refer to the company Health and Safety Policy and the company risk assessments.**

Reporting of Arrests, Prosecutions, etc.

Employees must report to the directors details of any arrest or criminal conviction or caution made against them by the Police (except for minor traffic offences, i.e. where they do not mean imprisonment or suspension of his or her driving licence), where the offence is also a breach of discipline and/or may have a direct impact on the employee's job, or where it calls into question their suitability to work with children.

Discrimination

It is the company's policy that all current and prospective employees will have equal opportunity for employment, promotion and training on the basis of relevant ability, qualifications and merit. Employees must ensure that they do not unfairly discriminate on the grounds of gender, race, colour, marital status, national or ethnic origin, nationality, disability, sexuality, age or religion. All job applicants and workers are treated equally and the company are willing to make reasonable adjustments where appropriate for disabled applicants and workers.

Harassment/bullying

The company seeks to provide an environment for all employees, contractors and casual workers free from harassment, bullying, intimidation and victimisation.

Disciplinary action will be taken against any employee who is found to have committed a deliberate or unlawful act of discrimination, sexual or racial harassment or bullying. See the Equal Opportunities Policy.

Abuse of the e-mail/internet

The company will not accept any abuse of e-mail/internet or telephones. Such behaviour may result in disciplinary action.

The downloading, sending or accessing of offensive material that affect the dignity of any individual or group of individuals at work may constitute harassment. Threatening, obscene or harassing messages including chain e-mails and material that will cause offence and/or degrade individuals or minority groups will constitute a disciplinary offence which may result in dismissal.

Under the Obscene Publications Act 1959 an employee may have criminal liability if an individual publishes material that could corrupt or deprave the persons likely to see the material, this includes the transmission of data stored electronically. The use of private mobile phones during working hours should be restricted to urgent calls. To ensure colleagues/children are not inconvenienced all mobile phones should be set to silent/meeting or vibrate in the Club and phones **MUST BE** handed in to the supervisor on arrival at the Club by all employees.

Please refer to the Mobile Phone Policy

This policy was adopted by: Happy Times After School Club	Date: July 2024
To be reviewed: July 2025	Signed: Surjit Bains, Club Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Child Protection [3.4-3.8], Suitable people [3.11, 3.13, 3.19] and Disqualification [3.14-3.16], Safety and suitability of premises, environment and equipment [3.55], Information and records [3.69]*