



# Play in Ltd

## Staff Behaviour Policy

Play in Ltd 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 Play in Ltd 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's 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's disciplinary procedures.

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

### **Dress code**

Whilst working at Play in Ltd staff will need to help to set up and pack away the setting, prepare food, facilitate craft and baking 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.

Whilst on duty all staff should wear:

- Plain blue or black trousers/jeans
- Club T-shirt and/or hoodie at all times
- Comfortable shoes/trainers

### **Confidentiality and social media**

Staff must not pass on any information about children attending the Club, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the Club, the press, etc.) Posting any material relating to the Club or its users on social media sites (unless expressly permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

See our Data Protection policy, Social Media policy, Safeguarding policy and Staff Disciplinary policy for more details.

### **Use of mobile phones, wearable technology and cameras**

Staff personal mobile phones must be kept in bags/cupboard in the staff room/office 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 an area allowed by Management.

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 Management. 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, wearable technology or cameras to take photographs at the Club during working hours. Doing so will be considered gross misconduct and may result in instant dismissal. Wearable technology such as Smartwatches and Fitbits are permitted to be worn by staff. They may only use it as a watch during work hours, this means all other functions must be disabled.

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

### **Smoking, alcohol and drugs**

Staff are not permitted to smoke anywhere on the Club premises, including the outside play areas. This also includes vaping and e-cigarettes.

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 staff room, out of reach and sight of the children attending the Club.

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

### **Staff Conduct and Suitability**

Staff are expected to maintain high standards of behaviour and are expected to disclose any convictions, cautions, reprimands, warnings or other incidents that may affect their suitability to work with children. This is an ongoing commitment and expectation upon staff who are required to complete an annual declaration of continued suitability.

Low level concerns will be dealt with through the supervision procedures with your immediate line manager. Allegations about staff conduct will be handled in line with the staff disciplinary policy.

Any member of staff should feel confident to raise concerns about safe practice or other concerns about adults working with children in confidence and in line with the whistleblowing policy.

### **Staff Expectations**

<b>Do's</b>	<b>Do Not's</b>
<ul style="list-style-type: none"><li>• Encourage and promote discussion about safeguarding amongst staff, students, volunteers and family members</li><li>• Know who the Safeguarding Team at the setting is (DSL and DSDs)</li><li>• Report all health and safety issues without delay</li></ul>	<ul style="list-style-type: none"><li>• Use your position to gain access to any information for your own advantage or another person's detriment</li><li>• Babysit or care for a child outside your normal role</li><li>• Intimidate, threaten, bully, coerce or undermine anyone</li></ul>

<ul style="list-style-type: none"> <li>• Keep children and other service users safe and protect them from physical, sexual and emotional harm and neglect</li> <li>• Look after yourself</li> <li>• Treat <b>everyone</b> with respect</li> <li>• Be a positive role model and behave in a way that you wish others to follow</li> <li>• Reduce opportunities for lone working whenever possible: <ul style="list-style-type: none"> <li>• Only work unsupervised with children if it is an agreed part of your role</li> <li>• Risk-assess all situations if you are working alone with children and/or family members and make sure you are seen and/or heard by others where this is possible</li> </ul> </li> <li>• Create an environment in which people feel comfortable in pointing out attitudes and behaviours they do not like</li> <li>• Report and challenge all inappropriate and/or abusive activities, such as ridicule, threats, intimidation, bullying and discrimination</li> <li>• Familiarise yourself with all aspects of your settings' code of conduct</li> <li>• Report any gifts or money you are given as part of your role at work, and ensure they are not of significant value or intention</li> <li>• Report all concerns and allegations of abuse to children and adults promptly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use racist, sexist, homophobic or other language or behaviour that is derogatory or oppressive to others</li> <li>• Engage in any sexual activity with a child, or family member (even consensual) who is attending your setting</li> <li>• Play games or have physical contact with a child or family member that is inappropriate</li> <li>• Jump to any personal conclusions about staff, volunteers or students' behaviour</li> <li>• Investigate any allegations about the behaviour of staff and volunteers yourself</li> <li>• Make suggestive remarks or gestures, tell jokes of a sexual nature or engage in inappropriate verbal banter with children, family members or colleagues</li> <li>• Create a personal relationship outside work with a child or family member where one does not already exist, including on social media</li> <li>• Give <b>any</b> personal details about yourself or others to a child or family member unless you have agreed this with a senior member of staff</li> <li>• Befriend or communicate with a child or their family member via personal internet accounts, social networking, apps or another electronic medium</li> <li>• Give gifts to service users</li> <li>• Rely on your name or reputation to protect you when you behave inappropriately</li> </ul>
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## 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 Niala Haq will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our Staff Disciplinary policy.

This policy was adopted by: Play in Ltd	Date: Sept 2022
To be reviewed: Sept 2023	Signed:

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021):  
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]