

## **NORFOLK HOUSE SCHOOL HOLIDAY CLUB**

### **Staff Code of Conduct Policy**

#### **Purpose**

Relationships with fellow Staff, employees, directors, contractors, visitors, volunteers, pupils and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Code has been produced to place the welfare of children at the centre of the Holiday Club and its culture and to ensure that all those who work in the Club and may have contact with children are clear on the rules of conduct and the expectations of the Club. 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. The Holiday Club expects the same level of professionalism as is shown by permanent staff at the School.

#### **Behaviour**

Our staff team are ambassadors for The Holiday 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'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 the School's Aggressive Behaviour policy and Staff Disciplinary policy.

#### **Dress code**

Whilst working at The Holiday 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. It is expected that the standard of dress will be more relaxed than during a normal school day due to the nature of the activities being provided.

#### **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. Posting any material relating to the Club or its users on social media sites (unless expressly permitted by the Headmistress) is forbidden. Any staff who breach this rule will face disciplinary action.

#### **Use of mobile phones and cameras**

Staff personal mobile phones must keep it in lockers in the staff room during working hours. If a member of staff needs to make an urgent personal call they can use the School phone or make a personal call from their mobile in the staff room. 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 Headmistress or Manager. Staff may only use the club camera to take photographs of children at the Club, except with the express permission of the Headmistress. 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.

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

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

This Code has regard to the Club's Safeguarding Policy and procedures and the following (collectively referred to in this Code as the Guidance):

(a) Keeping children safe in education (September 2018) (KCSIE):

(i) KCSIE incorporates the additional statutory guidance, Disqualification under the Childcare Act 2006 (July 2018);

(ii) KCSIE also refers to the non-statutory advice for practitioners: What to do if you're worried a child is being abused (March 2015).

(b) Working together to safeguard children (July 2018) (WT):

(i) Working WT refers to the non-statutory advice: Information sharing (July 2018).

(c) Prevent Duty Guidance: for England and Wales (2015) (Prevent). Prevent is supplemented by:

(i) The Prevent duty: Departmental advice for schools and childminders (June 2015);

- (ii) Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015)
- (iii) The use of social media for online radicalisation (July 2015).
- (d) Guidance on female genital mutilation, to include:
  - (i) Multi-agency statutory guidance on female genital mutilation (April 2016)
  - (ii) Home Office statutory guidance Mandatory Reporting of Female Genital Mutilation: procedural information (October 2015).