



Staff Code of Conduct Policy

Aim

Adults who work with children have a “Duty of Care” which is a responsibility to keep children safe and protect them from abuse.

In addition, we expect staff to:

- Be responsible for their own actions and behaviour.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions or lead to a “staff allegation.”

The term ‘allegation’ means where it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Safer Working Practice with Children

Do

- Treat all children and young people with respect.
- Respect all children and young people’s right to privacy.
- Follow the settings procedures when providing personal care or administering medicine.
- Encourage children and young people to be comfortable and confident to point out attitudes or behaviour they do not like.
- Report if a child or young person becomes infatuated with a member of staff and deal with it sensitively and confidentially.
- Be careful when discussing sensitive issues with children and young people make sure any information is appropriate to their age and understanding.
- Support children to understand risks and develop strategies to keep themselves safe in the setting, in the community and online.



Don't

- Have inappropriate physical or verbal contact with children and young people.
- Encourage secretiveness.
- Show favouritism to any individual child or groups of children, through attention, praise, rewards or gifts.
- Communicate or socialise with children or young people you work with outside of the setting either face to face or through mobile phones, social networks or gaming.
- Give children personal details about yourself.
- Offer lifts to children and young people outside of your normal working duties.

Safer Working Practices Staff & Volunteers

Do

- Provide an example of appropriate conduct you wish others to follow.
- Avoid lone working or at least be within sight or hearing of others.
- Operate within the policies & procedures of the setting.
- Give guidance and support to new and inexperienced staff and volunteers.
- Wear clothing that promotes a positive, professional image and is appropriate to the role.
- Discuss any pre-existing relationships with families outside of the workplace.
- Ensure if personal car is used for transporting children as part of your job role. You are insured to do so, suitable car seats/boosters are used and ratios maintained.
- Challenge unacceptable behaviour in adults.
- Follow the settings Whistleblowing policy to report inappropriate or poor conduct that gives you cause for concern.
- Inform your manager of any work outside the setting with children/ families using your setting.
- Follow the settings "Mobile Phone, Photography, Digital Media and E- Safety Policy"



Don't

- Allow yourself to be drawn into inappropriate behaviour/make suggestive, or derogatory remarks or gestures in front of children or young people.
- Ignore inappropriate behaviour or poor conduct in other staff or volunteers.
- Ignore any of your own actions that could be misinterpreted – discuss them with your line manager.
- Change in the same place as children
- Wear clothing with offensive slogans/pictures or that is revealing or impractical for the work environment
- Assist with a personal care task which the child or young person can undertake themselves.
- Post inappropriate comments or photos on social media which call into question your suitability for working in the children's workforce.
- Place yourself in vulnerable situations with children and families outside of work
- Allow children to access your social media and if they do, report this immediately to your line manager.
- Communicate with children or young people you work with outside of the setting either face to face or through mobile phones, social media or gaming.

Do be aware that any behaviour outside the setting which could lead any reasonable person to question your suitability to work with children, could lead to your disqualification. We ask all staff not to wear their uniform while out socialising.