

Staff Behaviour Policy

Aim:

Venture Kids expects all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff, both paid or unpaid (including volunteers and students). 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 **Venture Kids** 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 Equal Opportunities 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 **Venture Kids** 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.
- Whilst on duty all staff should wear the approved Venture Kids hoodie / polo shirt at all times.
- Venture Kids expects all staff to appreciate how their appearance reflects on children and parents alike.
- We celebrate diversity and individuality in terms of style but require staff to be mindful at all times of the importance of good personal hygiene.

School Collections

- Staff are expected to be early/on time for collections **always**. Should there be a reason why staff are delayed at pick up, please notify your line manager immediately.
- All necessary safety precautions must be applied when dropping off or picking up children from school.

Conduct with Parents

- Venture Kids staff are required to address all parents in a professional and friendly manner.
- When children are collected from Venture Kids, staff should relay the child's activities of the day and any information from their day at school.
- Any concerns regarding conversations with parents and sharing of information should be measured and possibly shared with a member of management before talking to parents.

- All staff should be mindful that the child may be present during conversations.
- Remember the child is of paramount importance.
- Staff should always know and remember children's names and address them first, over and above parents.

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 **Confidentiality policy**, **Social Media policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

Use of mobile phones and cameras

- Staff personal mobile phones must be kept in the staff area adjoining 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 room adjoining 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.

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 adjoining room to the kitchen, out of reach and sight of the children attending the Club.

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

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

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

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
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