



Hopton school house Playgroup and OOSC policies

5.2 Staff Code of Conduct Policy

Policy Statement

At Hopton school house, we are committed to providing a safe, caring, professional, and inclusive environment where children can learn, develop, and thrive. Staff play a crucial role in safeguarding children and promoting their welfare through their conduct, attitudes, and behaviour.

This Code of Conduct outlines the standards of behaviour expected from all staff, volunteers, students, apprentices, agency workers, committee members, and anyone working on behalf of the setting.

Failure to follow this Code of Conduct may result in disciplinary action and, where appropriate, referral to external agencies.

Aims

The aims of this policy are to:

- Safeguard and promote the welfare of children.
- Maintain high standards of professional conduct.
- Provide clear expectations for staff behaviour.
- Protect staff from misunderstandings and allegations.
- Promote a culture of respect, integrity, and professionalism.
- Support compliance with statutory and safeguarding requirements.

Legal Framework

This policy is based on:

- Childcare Act 2006
- Children Act 1989
- Children Act 2004
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Human Rights Act 1998



Hopton school house Playgroup and OOSC policies

- Gloucestershire Safeguarding Children Partnership Procedures

Scope

This policy applies to:

- Employees
- Managers
- Volunteers
- Students
- Apprentices
- Agency staff
- Bank staff
- Committee members and trustees

All adults working within the setting are expected to follow this policy.

Professional Behaviour

Staff must:

- Act honestly and with integrity.
- Maintain high standards of professionalism.
- Promote the welfare and best interests of children.
- Be reliable, punctual, and responsible.
- Follow all policies and procedures.
- Maintain appropriate professional boundaries.
- Act as positive role models.

Staff should conduct themselves in a manner that maintains public confidence in both themselves and the setting.

Safeguarding Responsibilities

All staff have a duty to safeguard children.

Staff must:

- Read and understand the Safeguarding and Child Protection Policy.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).
- Understand the signs and indicators of abuse.
- Follow local safeguarding procedures.
- Maintain professional curiosity where concerns arise.



Hopton school house Playgroup and OOSC policies

- Challenge unsafe practice where necessary.

Safeguarding is everyone's responsibility.

Relationships with Children

Staff must:

- Treat all children with dignity and respect.
- Promote children's self-esteem and confidence.
- Listen to children's views and concerns.
- Maintain appropriate professional boundaries.
- Encourage positive behaviour.

Staff must never:

- Use physical punishment.
- Humiliate, shame, ridicule, or intimidate children.
- Use inappropriate language.
- Show favouritism.
- Engage in inappropriate physical or emotional relationships with children.
- Share personal contact details with children.

Professional Boundaries

Staff must maintain clear professional boundaries at all times.

This includes:

- Avoiding inappropriate personal relationships.
- Maintaining professional communication.
- Ensuring all interactions are transparent and appropriate.
- Avoiding situations that may give rise to allegations or concerns.

Physical Contact

Appropriate physical contact may be necessary to:

- Comfort a distressed child.
- Provide first aid.
- Meet personal care needs.
- Prevent injury.



Hopton school house Playgroup and OOSC policies

Any physical contact must:

- Be appropriate.
- Be proportionate.
- Be in the child's best interests.
- Respect the child's dignity.

Corporal punishment is strictly prohibited.

Confidentiality

Staff must:

- Respect confidential information.
- Protect children's and families' privacy.
- Follow data protection procedures.
- Share information only where authorised or legally required.

Confidential information must not be discussed in public places or shared on social media.

Equality, Diversity and Inclusion

Staff must:

- Treat everyone fairly and respectfully.
- Promote equality of opportunity.
- Value diversity.
- Challenge discrimination appropriately.
- Support an inclusive environment.

Discriminatory behaviour will not be tolerated.

Use of Mobile Phones and Electronic Devices

Staff must follow the setting's Mobile Phone and E-Safety Policies.

Staff must not:

- Use personal mobile phones whilst supervising children.
- Take photographs of children on personal devices.
- Share images or information about children online.



Hopton school house Playgroup and OOSC policies

- Use devices in a manner that compromises safeguarding.

Only authorised devices may be used for setting purposes.

Social Media Conduct

Staff must:

- Use social networking sites responsibly.
- Protect the reputation of the setting.
- Maintain professional boundaries online.

Staff must not:

- Discuss children, families, or colleagues online.
- Post confidential information.
- Communicate with children through personal social media accounts.
- Share inappropriate content that may bring the setting into disrepute.

Dress and Appearance

Staff should present themselves professionally.

Clothing should:

- Be appropriate for working with children.
- Allow safe participation in activities.
- Promote a professional image.
- Suitable footwear (no flipflops, crocs must be worn in 'sport mode')

Clothing or accessories displaying offensive, discriminatory, or inappropriate material are not permitted.

Health and Safety

Staff must:

- Follow health and safety procedures.
- Report hazards and concerns.
- Participate in risk assessments where required.
- Promote safe working practices.
- Follow emergency procedures.



Hopton school house Playgroup and OOSC policies

Alcohol, Drugs and Smoking

Staff must not:

- Attend work under the influence of alcohol or drugs.
- Consume alcohol during working hours.
- Use illegal substances.
- Smoke or vape in prohibited areas.

Prescription medication that may affect performance should be disclosed to the Manager where appropriate.

Whistleblowing

Staff have a duty to report:

- Safeguarding concerns.
- Unsafe practice.
- Misconduct.
- Illegal activity.

Concerns should be raised in accordance with the setting's Whistleblowing Policy.

Staff will not be treated unfairly for raising genuine concerns in good faith.

Gifts and Hospitality

Staff should not:

- Accept gifts that could be perceived as influencing professional judgement.
- Offer inappropriate gifts to children or families.

Small tokens of appreciation may be accepted in line with setting procedures and recorded where necessary.

Allegations Against Staff

Any allegation that a member of staff has:

- Harmed a child.
- May have harmed a child.
- Committed a criminal offence against a child.



Hopton school house Playgroup and OOSC policies

- Behaved in a way that indicates they may pose a risk to children;

will be managed in accordance with safeguarding procedures and Gloucestershire safeguarding guidance.

The Local Authority Designated Officer (LADO) will be consulted where appropriate.

Gloucestershire LADO Contact Number: 01452 426994

Breaches of the Code of Conduct

Failure to comply with this policy may result in:

- Informal management action.
- Formal disciplinary procedures.
- Suspension.
- Dismissal.
- Referral to professional bodies.
- Referral to safeguarding agencies.

Serious breaches may constitute gross misconduct.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Adult Behaviour Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- E-Safety and Online Safety Policy
- Social Networking Policy
- Mobile Phone Policy
- Confidentiality Policy
- Health and Safety Policy
- Staff Induction Policy