



# ClubsComplete

Opening a world of opportunities to  
children and young people

## Staff Behaviour Policy

ClubsComplete™ 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 ClubsComplete™ 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 **Inclusion 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.

### Dress code

Whilst working at ClubsComplete™ 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 is that as set by ClubsComplete™ and a uniform top, fleece/jacket and lanyard is to be worn.

### 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. Staff should not accept requests on social media from children, parents or school staff. 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 personal social media sites is forbidden. Any staff who breach this rule will face disciplinary action.

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

Please refer to our Mobile Phone policy.

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

Staff are not permitted to smoke anywhere on the club premises, including the outside play areas. Please see our No Smoking policy.

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 designated lockable room/ cupboard 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
- Inappropriate content during their session
- Inappropriate relationships with school staff or families
- Inappropriate language
- Failing to comply with health and safety requirements
- Physical violence
- Purposeful breach of any of our policies
- 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 will investigate the alleged incident thoroughly before any decision to dismiss is made.

**LAST REVIEWED: 25<sup>th</sup> August 2021**  
**NEXT REVIEW DATE: 6<sup>th</sup> January 2022**