

ASK CLUBS

36. Staff Behaviour Policy

ASK Clubs 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. ASK Clubs' 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 Clubs.

ASK Clubs' staff also have a responsibility to maintain their reputation and the reputation of the Clubs, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for ASK Clubs and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the Clubs (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the Clubs' **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at the Clubs. If any member of staff exhibits such behaviour they will be subject to the Clubs' disciplinary procedures.

For more details see our **Aggressive Behaviour policy** and **Staff Disciplinary policy**.

Dress code

Whilst working at ASK Clubs, members of staff will need to help 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.

Confidentiality and social media

Staff must not pass on any information about children attending the Clubs, 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 Clubs, the press, etc.)

Posting any material relating to ASK Clubs 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 **Data Protection 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 kitchen during working hours.

If a member of staff needs to make an urgent personal call, they can use the ASK phone or make a personal call from their mobile in 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 ASK camera to take photographs of children at the Clubs, except with the express permission of the Manager.

Staff must never use their personal mobile phones or cameras to take photographs at the Clubs 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 Clubs' premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto the Clubs' 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 Clubs, must be stored safely in the kitchen out of reach and sight of the children attending the Clubs.

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

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| This policy was adopted by: ASK Clubs | Date: 05/06/18 |
| To be reviewed: 05/06/19 | Signed: Mark Stewart |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Suitable people [3.9-3.13] and Disqualification [3.14-3.16] and Staff qualifications, training, support and skills [3.20-3.22]*.