

Staff Behaviour Policy

General

Study Right 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. Centre 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.

Study Right 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 Study Right and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the centre (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the centre's Equalities Policy at all times.

Swearing and abusive behaviour are not tolerated from anyone at the centre. If any member of staff exhibits such behaviour they will be subject to the centre's disciplinary procedures. For more details see our Aggressive Behaviour Policy and Staff Disciplinary Policy.

Dress Code

Whilst working at Study Right, 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. For more details see our Dress Code Policy.

Confidentiality and Social Media

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

Posting any material relating to the centre 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

Staff personal mobile phones must keep it out of sight during working hours.

If a member of staff needs to make an urgent personal call they can use the centre phone or make a personal call from their mobile in the designated area.

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 must never use their personal mobile phones to take photographs at the centre 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 premises.

Staff are not permitted to bring alcohol or illegal drugs onto the 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 centre, must be stored safely in the kitchen and out of reach and sight of the children attending the centre. 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
- 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. For full details see our Staff Disciplinary Policy.

*[Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2014):
Safeguarding and Welfare Requirements: Child Protection [3.4-3.8], Suitable people [3.11, 3.13, 3.19]
and Disqualification [3.14-3.16], Safety and suitability of premises, environment and equipment [3.56],
Information and records [3.70]]*