

# Monitoring Staff Behaviour Policy



**Fun Fest** expects all members of staff to follow our Staff Behaviour Policy, which sets clear guidance on the standards of behaviour required from our staff, students and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Club staff are in a position of trust to 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 Fun Fest 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 Clubs Equalities Policy at all times.

Swearing and abusive behaviour are not tolerated from anyone at the club. If a member of staff exhibits such behaviour they will be subject to the clubs disciplinary procedures. We will follow the clubs Aggressive Behaviour policy and Staff Disciplinary Policy.

## **Dress Code**

All staff must adhere to the dress code approved by the Club. Whilst on duty, all staff should wear the Clubs polo shirt that carries our Clubs Logo. Other clothing and footwear worn should be chosen accordingly, considering comfort, health and safety and practicality, due to the activities they will be carrying out throughout the day (e.g. physical activities, craft, food preparation). Revealing or excessively tight clothing is not acceptable.

## **Confidentiality and Social Media**

Staff must not pass on any information about children attending the Club, or their parents and families, to any third parties. The only exception to this rule is to share information with specific external agencies if there is a safeguarding issue.

Posting any material relating to the Club or its users on social media sites without the authorisation of the Clubs manager is forbidden. Any staff who breach this rule will face disciplinary action.

**Related policies: Data Protection and GDPR policy, Social Media and Networking policy, Safeguarding Children policy, Staff Disciplinary policy.**

## **Use of mobile phones and wearable technology**

Staff personal mobile phones must be kept in \_\_\_\_\_ during working hours.

If a member of staff needs to make an urgent call, they can use the club phone. If they need to make an urgent personal call, they must inform the manager and only use their phone in the permitted area for this (e.g. kitchen, staff room) away from the children.

Staff may only use the Club's phone/camera to take photographs of children at the Club and have prior written permission from the parent/carer.

Staff must never use their personal mobile phones, wearable technology or camera to take photographs at the Club during working hours. Doing so will be considered gross misconduct and may result in dismissal.

Wearable technology such as smartwatches and Fitbits are not permitted to be worn by staff during their working hours.

## **Smoking, alcohol and drugs**

Staff are not permitted to smoke anywhere on the Club premises. This includes Vaping and E-Cigarettes.

Staff are not permitted to bring alcohol or illegal drugs onto the Club's 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 prescribed drugs which might affect their ability to function effectively, they must inform the manager immediately and seek medical advice as to whether the medication will affect their ability to care for children effectively.

Any prescribed medication needed by a staff member whilst at Club will be stored safely in the \_\_\_\_\_ out of sight and reach of the children.

## **Related policy: Smoking, alcohol and drugs**

## **Staff conduct and suitability**

Staff are expected to maintain high standards of behaviour and are expected to disclose any convictions, cautions, reprimands, warnings or any other incidents that may affect their suitability to work with children. This is an ongoing commitment and expectation upon staff who are required to complete an annual **Staff Suitability Declaration form**.

Some behaviours that may cause concern and will be investigated further include:

- Change in moods
- Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation)
- Changes in the way they act towards the children or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.)
- Sudden outbursts
- Becoming withdrawn

- Secretive behaviours
- Missing shifts, calling in sick more often, coming in late
- Standards in work slipping
- Extreme changes in appearance.

#### **Procedures to be followed:**

If we have a concern about changes in staff behaviour within the Club, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff wherever possible and will put support mechanisms in place where appropriate.

Low level concerns will be dealt with through the supervision's procedures with the manager. Allegations about staff conduct will be handled in line with the **Disciplinary policy**.

Any member of staff should feel confident to raise concerns about safe practice or other concerns about adults working with children in confidence and in line with our **Whistleblowing policy**.

#### **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 to 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 incidents thoroughly before any decision to dismiss is made.**

**Related policy: Staff Disciplinary policy**

<b>This policy was adopted on</b>	<b>Signed on behalf of the Club</b>	<b>Date for review</b>
03/10/2024	Tina Iezekil	03/10/2025