

Dynamic Ducks Ltd

Staff Behaviour Policy



Dynamic Ducks 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 Dynamic Ducks, both during and outside of working hours.

Behaviour

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

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

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

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

Dress code

Whilst working at Dynamic Ducks 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 should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty all staff should wear the approved Club sweatshirt / T shirt / name badge on lanyard at all times.

Confidentiality and social media

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

Posting any material relating to Dynamic Ducks 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 and cameras

Staff personal mobile phones must keep it in the Dynamic Ducks cupboard during working hours.

If a member of staff needs to make an urgent personal call they can use Dynamic Ducks phone or pass Dynamic Ducks phone number on to family members. Staff may use their phones in the allocated spaces allowed within school; staffroom, kitchen, office and corridor.

Staff may only use Dynamic Ducks camera to take photographs of children at Dynamic Ducks, except with the express permission of the Manager.

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

Staff are not permitted to bring alcohol or illegal drugs onto Dynamic Ducks 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 Dynamic Ducks, must be stored safely in the safety deposit box in the kitchen out of reach and sight of the children attending Dynamic Ducks.

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 2004.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our **Staff Disciplinary policy**.

This policy was adopted by: Dynamic Ducks Ltd	Date: April 2024
To be reviewed: April 2025	Signed: E Wilkinson- Duck

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): 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]*