

Our Playscheme Code of Conduct has been created using ***“Guidance for safer working practice for those working with children and young people in education settings - October 2015”***.

Adults have a crucial role to play in the lives of children. This guidance has been produced to help them establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

The term ‘allegation’ means where it is alleged that a person who works with children has

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Staff and adults at the Playscheme should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, children, parents and other stakeholders, sets an example.

The Playscheme expects all of its children to receive the highest possible quality of teaching and care within a positive and respectful environment.

We expect all staff to demonstrate consistently high standards of personal and professional conduct at all times. All staff must have regard for the need to safeguard children’s well-being in accordance with statutory requirements. All staff should treat children’s with dignity and build positive relationships rooted in mutual respect.

This document applies to all staff members who are:

- Employed by the Playscheme
- Volunteers

All staff must have proper and professional regard for the ethos, policies and practices of our scheme.

This Code of Conduct should be read and adhered to in conjunction with the following policies:

- Safeguarding Policy
- Health and Safety Policy
- Insurance documentation

Underpinning principles

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of children’s
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way

- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand their establishment's safe guarding policy, arrangements for managing allegations against staff, staff behaviour policy, and their Local Safeguarding Children Board LSCB procedures.

Responsibilities and duty of care

Staff will:

- understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

Making professional judgements

Where no specific guidance exists staff will:

- discuss the circumstances that informed their action, or their proposed action, with the line manager. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstanding, accidents or threats with line managers and parents
- always record discussions and actions taken with their justifications
- record any areas of disagreement and, if necessary refer to another agency, the LA, Ofsted, NCTL or other Regulatory Body

Power and positions of trust and authority

Staff will not:

- use their position to gain access to information for their own advantage and/or a children's or family's detriment
- use their power to intimidate, threaten, coerce or undermine children's
- use their status and standing to form or promote relationships with children which are of a sexual nature, or which may become so.

Confidentiality

Staff :

- need to know the name of their line manager and be familiar with the Play scheme's safeguarding Policy and Health and Safety Policy
- are expected to treat information they receive about children's and families in a discreet and confidential manner
- should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them
- need to be clear about when information can/ must be shared and in what circumstances
- need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure

Standards of Behaviour

Staff will not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- make, or encourage others to make sexual remarks to, or about, a children
- use inappropriate language to or in the presence of children's
- discuss their personal or sexual relationships with or in the presence of children'
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

Staff will:

- be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives, may impact on their work with children

Dress and Appearance

Staff will wear clothing which:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is compliant with professional standards

Gifts, rewards, favouritism and exclusion

Staff will:

- be aware of and understand their organisation's relevant policies, e.g. rewarding positive behaviour
- ensure that gifts received or given in situations which may be misconstrued are declared and recorded
- only give gifts to a children as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all childrens equally
- ensure that all selection processes of children's are fair and these are undertaken and agreed by more than one member of staff
- ensure that they do not behave in a manner which is either favourable or unfavourable to individual children

Infatuations and 'crushes'

Staff will:

- report any indications (verbal, written or physical) that suggest a child may be infatuated with a member of staff
- always maintain professional boundaries

Managers will:

- put action plans in place where concerns are brought to their attention

Social contact outside of the workplace

Staff will:

- always approve any planned social contact with children or parents with senior colleagues, for example when it is part of a reward scheme
- advise senior management of any regular social contact they have with a child which could give rise to concern (family circumstances in the community)
- refrain from sending personal communication to children or parents unless agreed with senior managers
- inform senior management of any relationship with a parent where this extends beyond the usual parent/professional relationship
- inform senior management of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring.

Communication with children (including the use of technology)

Staff will:

- not seek to communicate/make contact or respond to contact with children outside of the purposes of their work
- not give out their personal details
- use only equipment and Internet services provided by the or setting
- follow their setting's Acceptable Use policy
- ensure that their use of technologies could not bring their employer into disrepute

Physical Contact

Staff will:

- be aware that even well intentioned physical contact may be misconstrued by the children, an observer or any person to whom this action is described
- never touch a children in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- never indulge in horseplay or fun fights
- always allow/encourage children, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed children is age appropriate
- always tell a colleague when and how they offered comfort to a distressed child
- establish the preferences of children
- consider alternatives, where it is anticipated that a child might misinterpret or be uncomfortable with physical contact
- always explain to the child the reason why contact is necessary and what form that contact will take
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender

The Playscheme will ensure that:

- The physical intervention policy will take account of any incidents for physical intervention are logged and recorded and these will be shared with relevant stakeholders, and reviewed with parents as appropriate.
- provide staff, on a 'need to know' basis, with relevant information about vulnerable children in their care.

Other activities that require physical contact

Staff will:

- treat children with dignity and respect and avoid contact with intimate parts of the body
- always explain to a child the reason why contact is necessary and what form that contact will take
- seek consent of parents where a child is unable to give this e.g. because of a disability
- consider alternatives, where it is anticipated that a child might misinterpret any such contact
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact

The Playscheme will:

- have in place up to date guidance and protocols on appropriate physical contact, that promote safe practice and include clear expectations of behaviour and conduct. This will be supported through the schemes safe guarding policy.
- ensure that staff are made aware of this guidance and that it is continually promoted.

Intimate / personal care

Playscheme will:

- have written care plans in place for any child who could be expected to require intimate care, which will be devised with the parents.
- ensure that children are actively consulted about their own care plan

Staff will:

- adhere to the written plan
- make other staff aware of the task being undertaken
- always explain to the child what is happening before a care procedure begins

- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with the child and their parents/carers
- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- always consider the supervision needs of the children and only remain in the room where their needs require this

Staff will not:

- change or toilet in the presence or sight of children
- shower with children
- assist with intimate or personal care tasks which the children is able to undertake independently.

Behaviour management

Staff will:

- not use force as a form of punishment
- try to defuse situations before they escalate e.g. by distraction
- keep parents informed of any sanctions or behaviour management techniques used
- be mindful of and sensitive to factors both inside and outside of the setting which may impact on a child's behaviour
- follow the establishment's behaviour management policy
- behave as a role model
- avoid shouting at children other than as a warning in an emergency/safety situation
- refer to national and local policy and guidance regarding Restrictive Physical Intervention (RPI)
- be aware of the legislation and potential risks associated with the use of isolation and seclusion and comply with legislation and guidance in relation to human rights and restriction of liberty.

The use of control and physical intervention

Playscheme will:

- ensure physical intervention is only used as a last resort, in an emergency or a child is endangering themselves or others.
- ensure that if physical intervention is necessary that a written policy is created with staff and parents.
- ensure that policy is consistent with local and national guidance and reflects the team teach training provided to Chris.
- regularly acquaint staff with policy and guidance

- ensure that staff are provided with appropriate training and support through team teach techniques when appropriate.
- have an agreed policy for when and how physical interventions should be recorded and reported through positive handling plans with parents

Staff will:

- adhere to the setting's physical intervention policy
- always seek to defuse situations and avoid the use of physical intervention wherever possible
- where physical intervention is necessary, only use minimum force and for the shortest time needed

Staff will not

- use physical intervention as a form of punishment

Sexual Conduct

Staff will:

- not have any form of sexual contact with a child from the setting
- avoid any form of touch or comment which is, or may be considered to be, indecent
- avoid any form of communication with a child which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact
- not make sexual remarks to or about a children
- not discuss sexual matters with or in the presence of children

One to one situations

Staff will:

- ensure that wherever possible there is visual access and/or an open door in one to one situations
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry through a relay message or use of the walkie talkies through the setting
- consider the needs and circumstances of the children involved

First Aid and Medication

Playscheme will:

- ensure there are trained and named individuals to undertake first aid responsibilities, including paediatric first aid if relevant
- ensure training is regularly monitored and updated
- refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions that adults should:
- adhere to our setting's health and safety and supporting children with medical conditions
- make other staff aware of the task being undertaken
- have regard to child's individual healthcare plans
- always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities
- explain to the child what is happening.
- always act and be seen to act in the child's best interest
- make a record of all medications administered
- not work with children whilst taking medication unless medical advice confirms that they are able to do so

Photography, videos and other images

Staff will:

- adhere to our settings policy
- only publish images of children where they and their parent/carer have given explicit written consent to do so
- only take images where the child is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the setting
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- be able to justify images of children in their possession
- avoid making images in one to one situations

Staff will not:

- take images of children for their personal use
- display or distribute images of children unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- take images of children in a state of undress or semi-undress
- take images of children which could be considered as indecent or sexual

Exposure to inappropriate images

Staff will:

- abide by the law
- ensure that children cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children are age appropriate

Curriculum

Staff will:

- take care when encouraging children to use self-expression, not to overstep personal and professional boundaries
- be able to justify all curriculum materials and relate these to clearly identifiable lessons plans.

Staff will not:

- enter into or encourage inappropriate discussions which may offend or harm others
- undermine fundamental British values
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on children

Whistleblowing

The Playscheme will:

- Ensure staff are familiar with the NSPCC Whistleblowing helpline
- have, as part of their safeguarding policy, clear procedures for dealing with allegations against persons working in or on behalf of the setting

The NSPCC whistleblowing helpline number is: 0800 028 0285 help@nspcc.org.uk

Staff will:

- report any behaviour by colleagues that raises concern
- report allegations against staff and volunteers following the setting's policy and procedures for managing allegations

Sharing concerns and recording incidents

Staff will:

- take responsibility for reporting any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the setting

Playscheme will:

- have an effective, confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers