

Low Farm Therapy Centre

STAFF CODE OF CONDUCT

Written October 2015 Ruth Lo

Reviewed August 2019

Next review September 2020

Code of Conduct Policy for all Low Farm Therapy Centre employees (permanent, temporary and voluntary).

Underpinning principles

The ethos of the Centre is to provide a positive, welcoming understanding and supportive environment for the children and their families. All staff interactions must promote this ethos.

The welfare of the child is paramount. All staff are responsible to safeguard and promote the welfare of children and young people.

Staff who work with children 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.

The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.

Guidance

All staff must read the policies provided to them during induction, and sign to say that they have done so. They will be expected to follow the content of these at all times.

All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic, cultural or social background.

All staff should seek to improve their understanding of the children's development and needs through ongoing education and collaboration with colleagues.

All staff have a responsibility to understand and adhere to the current legislation and guidance that supports their role.

All staff have a duty to safeguard children from all forms of abuse. Staff will be expected to follow all agreed safeguarding procedures.

Staff should dress appropriately for their job and to give a positive image. If working directly with children they should be comfortable and able to move easily. Some uniform may be provided.

No staff should consume or be under the influence of alcohol or drugs during their hours of work.

No smoking is permitted on the premises.

Staff must follow the procedures detailed in the Mobile Phone and Social Networks Policy.

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Centre property and facilities.

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Centre or the employee's own reputation or the reputation of other members of the school community.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the Centre nor be to a level which may contravene the working time regulations or affect an individual's work performance.

If staff choose to babysit for children who attend the centre, they must inform the Head of Centre and adhere fully to the guidelines set out in the Babysitting Policy.

Staff must be aware of the medical needs and allergies of the children in their care, and follow the agreed procedures in relation to these.

The Centre is a 'nut free' zone and staff must not bring any products containing nuts onto the premises.

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action in line with the Centre's disciplinary procedures.