**Wickwar Out of School Club**



Code of Conduct Policy

# General statement of policy

The purpose of this code is to provide a clear framework within which employees of Wickwar Out of School Club (WOOSC) are expected to conduct themselves. It is very important that parents and carers have confidence in the integrity of our employed staff, volunteers and visiting activity providers.

*‘Staff ‘in this Code of Conduct applies to employees, visiting activity providers and volunteers.*

# Procedures

# Staff conduct

Our staff team are ambassadors for Wickwar Out of School Club 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.

Staff should, in the course of their duties and conduct within WOOSC:

* Have read and comply with all the club’s policies
* Have regard to the reputation and interests of the Club.
* Strive for the highest standard of care and attention in their work
* Never abuse their position

# Standards of personal behaviour

* We expect staff to value all the children as individuals and to comply with the Club’s Equalities policy at all times. Swearing and abusive behaviour are not tolerated from anyone at the Club. If any member of staff exhibits such behaviour they will be subject to the Club’s disciplinary procedures. For more details see our Staff Disciplinary policy.
* WOOSC seeks to ensure that the work environment for its staff is supportive, and one where respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.
* WOOSC is committed to ensuring that everyone is able to work and to participate at the club without fear of harassment, bullying or intimidation. Everyone at WOOSC has a part to play by ensuring that their own behaviour, whether intentional or unintentional, does not constitute harassment or bullying.   
    
  Examples of harassment may include (but are not limited to):
* Isolation, non-cooperation, or deliberate exclusion of an individual from a work situation.
* Intrusive questioning
* Unwelcome remarks or jokes about, for example, a person’s age, appearance, marital status etc

Examples of bullying may include (but are not limited to):

* Exclusion with negative consequences e.g. essential information being purposefully withheld so a task is delayed or frustrated.
* Verbal abuse/insults
* Persistently ignoring or patronising an individual
* Persistent unjustified criticism

WOOSC will take action against inappropriate behaviour which shows lack of respect for others or which leads people to feel threatened.

* All members of staff have a responsibility to foster and to contribute towards the creation and  
  maintenance of a culture of dignity and respect. Inappropriate behaviour should be challenged.  Managers and others in a position of authority should lead by example and take prompt action to prevent and stop harassment and bullying when it occurs.

All staff can expect to:

* Be treated with dignity, respect and courtesy
* Be able to work, study or visit free from unfair treatment, bullying, harassment or victimisation
* Be valued for their skills, abilities and experiences.

     and, reciprocally, all employees are expected to:

* Treat all members of staff with dignity, respect and courtesy
* Challenge or report unacceptable behaviour
* Be mindful of others when expressing views
* Cooperate with investigations into harassment and bullying.

# General Obligations

* Staff are required at all times to act within their terms and conditions of employment (employed staff) or volunteer agreement (volunteers) and have particular regard to safeguarding of children, equal opportunities and health and safety of others as detailed in WOOSC’s policies.
* Whilst working at Out of School Club 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 always wear the approved Club T shirt and personal ID badge. All Staff are required to maintain the WOOSC dress code by wearing the uniform provided by the club.
* Staff are required to be ready to work at their scheduled start time. We would suggest that you plan to arrive 5-10 minutes prior to your scheduled start time to allow yourself time to put your belongings away, change into uniform and/or make a drink so this does not impact your ability to fulfil your scheduled duties. Any instances of lateness will be handled in line with our disciplinary policy.

# Related WOOSC Policies

Safeguarding Children Policy; Behaviour and Anti Bullying Policy; Health and Safety Policy; Confidentiality Policy; Equalities Policy; Staff Disciplinary Policy; Staff Grievance Policy; Visitors Policy

**Adopted by Wickwar Out of School Club**

Signed on behalf of the above-named Club

Position: Chairperson

Date: 01/03/2023

Review date: 01/09/2024