

Gems Performing Arts / Gems Holiday Clubs

Staff Behaviour Policy

Gems 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 the Club, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for Gems Performing Arts 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 create an inclusive environment where every child feels valued and all needs are met. Gems staff have a responsibility to ensure our programme is varied and where all cultures are celebrated.

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.

Dress code

Whilst working at our weekly and holiday clubs, staff will need to help to set up and pack away the setting, 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 a Gems Staff T Shirt**, so parents and children can easily identify you, with comfortable leggings/joggers and appropriate footwear. Please inform the manager if you need a new Staff T shirt.

Confidentiality and social media

Staff must not pass on any information about children attending the Club, 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 the Club, the press, etc.) Should you need to make communication with a child, then the preferred method is an email via their parent/carer.

Posting any material relating to the Club or its users on social media sites (unless expressly permitted by the Manager) is forbidden. **Under no circumstances should a member of staff ever be in contact with students through Facebook and similar sites.** Any staff who breach this rule will face disciplinary action.

Use of mobile phones and cameras

Staff personal mobile phones must be kept in their bags during working hours. If you are using the phone to play music, please ensure they are on 'do not disturb' and not overtly visible to the children.

If a member of staff needs to make an urgent personal call they can use the Club phone or make a personal call from their mobile in the staff room with the Manager's permission.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager.

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

Staff must **never** use their personal mobile phones or cameras to take photographs at the Club during working hours. Doing so will be considered gross misconduct and may result in instant dismissal. **Students should never take photos of each other or of lessons, or in between sessions.**

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on the Club premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto the Club 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 the Club, must be stored safely in the staff room or out of reach and sight of the children attending the Club.

Physical Contact

It is not illegal to touch a pupil. We recognise there are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, such as giving corrections in a dance class, but it is crucial that they only do so in ways appropriate to their professional role.

This means that adults should:

- Ask permission beforehand
- Be aware that even well intentional physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Never touch a child 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 take part in horseplay, tickling or fun fights.

Working alone with children

If you are working alone unexpectedly with a child or young person, you should make sure you are somewhere where other people can see you – for instance, in a room with a window. You should also tell another adult that you are alone with the child; this could be your supervisor or designated safeguarding lead.

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

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made.

his policy was adopted by: Gems Performing Arts	Date: 1 / 9 / 2023
to be reviewed: 1 / 9 / 24	igned: 

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*: *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]*