



Staff and Volunteer Code of Conduct Policy

1. General Statement

General statement of policy in carrying out its work QPG Community & Sports Hub is very much concerned with the safety and security of all children and as such it is important that parents and carers have confidence in the integrity of our employed staff, volunteers and visiting activity providers who provide various children's activities for Hub.

It is the responsibility of the club to expect staff, visiting activity providers and volunteers to support the code of conduct, which aims to protect such integrity. 'Staff' in this Code of Conduct applies to employees, visiting activity providers and volunteers.

2. Procedures

2.1 Staff conduct Staff should, in the course of their involvement with QPG Hub:

- have regard to the reputation and interests of the club
 - strive for the highest standard of care and attention in their work
- work with the legal requirements and comply with statutory responsibilities as defined by national childcare standards and regulated by Ofsted
- respect the confidentiality of the information available to them
 - be aware of the QPG Hub's ethos
 - never abuse their position.

2.2 Suggestions

QPG Hub welcomes suggestions from staff, parent/carers and the children, and will, whenever possible, implement people's suggestions. If we are unable to go forward with a suggestion, for whatever reason, we will endeavour to provide feedback to the proposer.

2.3 Risk assessments

Risk assessment is an ongoing requirement for all staff. Consideration of hazard and potential hazards underpins the risk assessment process. Each of the operational areas has been risk assessed and these assessments are displayed on the QPG Hub noticeboard in the backroom.

Staff must be familiar with the risk assessments displayed, and are asked to inform the DSL where additional risk has been identified so that the relevant risk assessment can be updated.

2.4 General obligations



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Staff are required at all times to act within their terms and conditions of employment (employed staff), VAP agreement (visiting activity providers) or role description (volunteers) and have particular regard to safeguarding of children, equal opportunities and health and safety of others.

- Staff may not disclose to third parties at any time any details relating to the staff, visiting activity providers, volunteers or families who use QPG Community & Sports Hub.
- Staff must notify the Children and Families Worker promptly if they are cautioned or convicted of a criminal offence including driving offences.

QPG Hub After School Club

CODE OF CONDUCT 2

- Staff are expected to perform their duties with responsible efficiency and to behave towards fellow colleagues with reasonable courtesy and decorum.
- Staff may not come to work whilst under the influence of drugs or alcohol. Smoking is not permitted.
- Staff are required to wear sensible and comfortable clothing that is suitable for a variety of play activities and must maintain the QPG Community & Sports dress code.
- Staff are required to wear sensible flat and laced/strapped shoes, as this is a safety concern.
- Mobile phones, must be kept away from the children and are not to be used while working. QPG Hub operates a no phone zone. For any emergency, use the landline.

3. Related QPG Hub documents

Safeguarding Policy
First Aid Policy
Behaviour and Anti Bullying Policy
Health and Safety Policy