

D . A . R . E

Discovery Adventure Recreational Educational

Supporting SEN children to learn through play in a secure environment

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D.A.R.E Saturday & Holiday Playgroup

07721857224

Info@dareplayscheme.co.uk

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Code of Conduct

Introduction:

This Code is binding on all DARE's staff. It sets out the expected standards of behaviour of all employees. It provides a framework for employees that will help to maintain and improve standards. The code also protects employees from misunderstanding or criticism.

The Code is not a complete list of what you can and cannot do. Its aim is to set out clearly the basic ground rules that all employees must observe.

We must all:

- Work in partnership with senior managers and colleagues, fostering good working relationships;
- Do nothing to harm the DARE's' reputation, in and out of work;
- Work consistently and in support of the DARE's policies and procedures;
- Abide by the following seven guiding principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Employees must not allow their own political opinions to interfere with their work.

DARE places great value on the key contribution of all staff in achieving these aims, and is committed to creating a harmonious and diligent working environment. In return, employees can expect to be treated courteously and with respect by the management team and parents.

Breaches of the Code and the standards it sets down may result in disciplinary action being taken against the employee. We expect all employees to operate within the law, both inside and outside of the workplace. Unlawful or criminal behaviour at work will result in disciplinary action.

Misconduct and Gross Misconduct

This Code of Conduct also sets out the standards of behaviour expected from all our employees, and you should understand that breaches of the Code may result in disciplinary action being taken against the employee. Some breaches of the Code are so serious that they are considered to be gross misconduct, which if proven can result in the employee's dismissal from the school's service.

Working for DARE

We are employed to work with children and young people at DARE. We have a duty to always give our best, to be open, helpful and professional in our approach. The local authorities, our parents and carers are entitled to have confidence in our services, which depends on all of us being considerate, responsible, sensitive, and mindful of the need to respect confidentiality. In return, we are committed to protecting our employees from aggressive, abusive, or bullying behaviour from members of the public, including parents and carers.

While working with DARE it is important that:

- You are polite, responsive, and helpful.
- You comply with any Dress Code that is applicable.
- You never make remarks that are racist, sexist, ageist, homophobic, offensive to people who are disabled or of other religions;

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- You do not harass or discriminate against your colleagues, parents and carers or anyone you meet in the course of your work. DARE treats complaints of harassment or discrimination on grounds of race, gender, disability, religion or belief, ethnic or national origin, sexuality or age.

Supporting/Collaborating your manager

You are expected to show loyalty to the school/Trust and to support its managers. A climate of mutual trust, confidence and respect between managers and staff is essential to achieving the school's aims and objectives, meet its performance targets and providing the highest quality of education.

In performing your duties, make sure that you:

- Work diligently and reliably, and never neglect your duty;
- Cooperate with managers, always be polite, helpful and respectful;
- Never lie to, deceive, abuse or undermine them;
- Carry out any reasonable management instructions;
- Fill in honestly any document, form or record your managers need for work;
- Be at work on time;
- Tell your manager if you will be late for work (for example, for a doctor's visit);
- You should not be under the influence of alcohol, including having alcohol on your breath during the sessions
- Never drink alcohol on the premises
- Never take illegal drugs, vaping or any banned substance on the premises

In performing your duties make sure that you do not display any of the following behaviours:

- Aggressive behaviour, shouting or threatening, impolite or discourteous behaviour;
- Unwelcome, sexual advances including touching, standing too close or circulating or displaying offensive material;
- Spreading malicious rumours about DARE, your colleagues or insulting someone
- Ridiculing or demeaning someone or setting them up to fail;
- Exclusion or victimisation;
- Behaviour or decision-making which is based on improper prejudice;
- Making unjustified, persistent criticisms;
- Intimidating or undermining any member of staff whether they be in a senior or junior position;
- Making threats or comments which are without foundation,
- Making someone the butt of jokes.

Low level concerns

DARE is committed to creating and embedding a culture of openness, trust and transparency at the Playscheme. You are expected to promote an open and transparent culture in which concerns about all staff working at DARE are dealt with promptly and appropriately.

As set out in the statutory guidance Keeping Children Safe in Education (KCSIE), a low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that a staff working at DARE may have acted in a way that:

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- Is inconsistent with this code of conduct, including inappropriate conduct outside of work (as specified in the below examples); and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

You should ensure that your behaviour does not include, but is not limited to:

- Being over friendly with children;
- Having favourites;
- Taking photographs of children on personal devices
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; unless agreed with the Management Team,
- Using inappropriate sexualised, intimidating, or offensive language.

When you observe such behaviour(s) of a staff at DARE, you must report it in line with your duty under KCSIE Part One.

In cases where you have a low-level concern about a member of staff, refer this to Tunde, Hansa, Sohaib. So, they can address this promptly.

In dealing with such instances, it is important that the management team rely on their professional judgement as safeguarding professionals and deal with low level concerns in a measured and proportionate way. Where reported concerns are cumulative over a period of time, the management team may wish to seek advice from their HR provider in order to consider whether it is appropriate to manage the matter more formally in line with the DARE's Disciplinary and/or Local Authority safeguarding protocols.

For allegations that may meet the harms threshold, refer to DARE's Safeguarding policy.

Respecting your colleagues, pupils and parents and carers

When dealing with your colleagues, pupils, parents and carers make sure that:

- You set a good example by treating all your colleagues, pupils and parents and carers with politeness, courtesy, respect, fairness, consistency and confidentiality (however, confidentiality will only be maintained where this does not impact on the DARE's vicarious liability);
- You never make remarks that are ageist, homophobic, racist, sexist, belittling of a person's religion, offensive to the disabled or otherwise improper and/or disrespects/infringes their human right choices.
- You do not harass, bully or discriminate against any colleague. DARE treats complaints of harassment or bullying, or discrimination on grounds of race, gender, disability, religion, or belief, ethnic or national origin, sexuality or age.
- You are polite, responsive, helpful and professional.

Integrity

We expect you to do whatever is needed to protect your own reputation and standing with the public and to build respect for DARE. There should be no reason to suspect that any of us are seeking opportunities for private gain.

Ensure that you do:

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- Do nothing away from work, which might damage public confidence in DARE, or make you unsuitable for the work you do.
- Be fair and impartial in dealing with all your colleagues, parents, and carers.
- Inform your manager if there has been an allegation against you.
- Inform your manager if you are charged with/ convicted of a crime, receive a police caution/reprimand or warning.
- Inform your manager if you are arrested for an offence which may be considered relevant to the work you do at DARE who may wish to seek advice from HR

Sensitive information

Information you gather while working for the confidential, it should not be used for commercial or personal gain or be DARE should always remain otherwise misused.

Ensure that you:

- Know who else is entitled to have access to information that you have access to
- Do not discuss sensitive information in public places, and never gossip about or misuse sensitive information.
- Protect information when it is in your care. This includes when you are in possession of information away from DARE
- Are responsible and professional in using and allowing access to personal information on pupils, parents and carers, staff and others.

Using social media (for example Facebook, X formerly Twitter, Snapchat, Tiktok)

It is good practice not to mention work, your opinions of your colleagues or processes and projects on your own private or public social media networks. Where the school's behaviour policy/code of conduct explicitly prevents mentioning work/opinions of colleagues/processes/projects within private or public social media networks, this should be observed.

Any information published online can be accessed around the world within seconds and will be publicly available for all to see. Staff should regard private social media with privacy settings as potentially public (i.e. viewed and shared to third parties). Regardless of whether the employee has identified themselves as school employees or not, anything they publish either school related, or another matter which may bring the School/Trust into disrepute, or call into question their suitability to work at the School/Trust, could result in dismissal. Where it is brought to their attention, employees should ensure they remove comments that are damaging to the school where these comments are made on their own social media accounts.

It is generally unacceptable and inappropriate for school/trust staff to have contact with pupils on social media sites. Any inappropriate comments, postings or correspondence with pupils, parents, carers or other members of staff could lead to disciplinary action being taken against you.

Refer to the school's Digital/Online Safety and Acceptable Use Policy for Schools for further details.

Dress Code

We expect all staff to adhere to the following:

Staff **should** wear:

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- Clothing that promotes a positive and professional image
- Sensible and comfortable footwear suitable to their role.
- Trousers pulled up to waist level.

Staff should **not** wear:

- Clothing that displays any offensive or political slogans.
- Ripped jeans
- Clothing that is low cut, revealing or sexually provocative
- clothing that could be viewed as offensive.
- open-toed sandals and flip-flops

Other considerations:

- Nail length should not present a risk to students or members of staff; therefore, we recommend in line with skin level and no more than 1 or 2mm above skin level.
- False nails should be avoided as these can cause a risk to individuals if they are pulled.
- Staff should consider if their jewellery is safe to wear; this is worn at an individual's own risk.
- Walking around the school in bare feet is unsafe and is not permitted.
- Hot drinks should be covered if moving around the premises and not left unattended in front of children.

Allegations that may meet the harms threshold / Reporting a safeguarding concern:

In cases in which it is alleged that a current member of staff

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Concerns can include inappropriate conduct inside and outside of work.

Regardless of the perceived severity of the concern, the reporting method is to either:

- Please follow the DARE's Safeguarding Policy (this can be found in every group)

We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

What happens with your report:

All reports will be handled in a responsive, sensitive, and proportionate way. The DSL / Headteacher will decide the next course of action.

We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.