

# Staff Code of Conduct

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## Guiding principles

The welfare of the child is paramount.

All staff are responsible for safeguarding and promoting the welfare of children and young people at Field of Joy. For the purposes of this policy, 'staff' refers to all Directors, Employees, and Volunteers.

Staff who work with children are responsible for their own actions and behaviour and must conduct themselves in a way that does not cause harm – either physical or emotional – to any child or adult.

All staff are responsible for creating an inclusive working environment and 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.

## Code of Conduct expectations

- All children and families deserve respect and understanding, regardless of their circumstances or background. All staff must recognise the value and intrinsic worth of each child and family and be respectful in their interactions.
- All staff have a responsibility to create a safe and nurturing environment for everyone – children, staff, visitors, volunteers, and

families – who attend Field of Joy. Staff must conduct themselves in a way that is considerate, kind, and inclusive of all.

- All staff must keep any information they gain about our children, families, or staff members strictly confidential. Where it is necessary to share information, this must be done on a 'need to know' basis only.
- All staff will be expected to follow our agreed policies and procedures. Where any deficiency in standards is noted, staff can bring these to the attention of the Session Leader/Directors – without fear of recrimination.
- Staff phones can only be used with written parental/carer permission for adding photos/observations to a Family app or documenting activities.
- Photos to be deleted from personal phones after uploading/emailing.
- Staff to only use phones for Family app, emergencies and documenting observations/activities, not to be used for personal use when working except in case of emergency. If staff need to use phone for personal use, then only on a break and it should be done in the staff room or offsite.
- When we have a site phone and tablet this policy will be amended accordingly.
- All staff must dress appropriately for their role and for the weather conditions.
- All staff must conduct themselves in a way that is not likely to cause harm to themselves or others.
- All staff are responsible for acting on any risk or hazard that they see including, but not limited to, dangerous conditions on site (eg, poisonous plants, dead trees etc), faulty equipment or tools, animal poo/litter etc. Any risks noted should be brought to the immediate attention of the Leader/Director.
- Field of Joy practitioners have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- Field of Joy practitioners should seek to improve their understanding of the development of children through ongoing education and collaboration with colleagues.