

Scamps

Code of Conduct

This applies to all members of staff who work at Scamps before and after school club.

Children are learning all the time; it is important that we are good role models and set the highest standards at all times.

Children watch you and you become their role model; they may see you out of school so we expect you to comply with this code of conduct at all times.

When talking to others we will:

- Use positive statements rather than negative.
- Use a calm tone of voice at all times.
- Avoid using sarcastic words or phrases as these demean children that could result in low self-esteem.
- Never use racist or sexist language.
- Speak respectfully to fellow staff and parents even if we disagree with them.

As professionals we will:

- Avoid encouraging gossip about adults or children.
- Maintain confidentiality about anything that we see or hear, so that parents and children can trust us.
- Work as part of a team, contributing as well as learning.
- Treat everyone equally and with respect.
- Dress appropriately.
- Always behave in a positive way, especially in front of the children.

To uphold the statutory requirement of working with children we will:

- Work within the policies and practices of Scamps. The policies are kept in the hall, and need to be read and signed.
- Follow the guidelines on dealing with behaviour and discipline (policies and procedures).
- Keep up to date with the guidelines for child protection; you need to know what to do and who to report to.
- Maintain confidentiality at all times about children, their families, home circumstances, medical conditions, work, behaviour and progress.

The staff, and committee of Scamps will review this code of conduct annually.