

SAFEGUARDING: EXAMPLE STAFF CONDUCT POLICY

COMPANY LOGO

COMPANY NAME AND ADDRESS

Policy: Behaviour Policy (Staff)		
Date Adopted:	Date of last review:	To be reviewed next before/on:
10-01-2021	10-11-2021	10-11-2023
Purpose and Statement: Sparkle Dance Studios & Fitness Centre strives for high standards in all aspects of its work, and through the policies and procedures in place, aims to be fair and provide satisfaction to anyone using the services it provides. Sparkle Dance Studios & Fitness Centre staff are required to adhere to a code of conduct. Children and adult learning in all areas, academic, social and personal is best supported in an environment where people feel happy, safe, valued and motivated to achieve. At Sparkle Dance Studios & Fitness Centre we create a positive learning environment that ensures our approach to behaviour management and discipline is consistent and understood by all. Most of the Sparkle Dance Studios & Fitness Centre community demonstrate the values which we want to promote to our students. We have an “open door” policy because we value the interaction between staff and the families of our students. It is an important part of our ethos; it helps us to get to know our students and, therefore, enable them to make the best possible progress in all respects. This is, however, a privilege. Sadly, there are a very few occasions where adults do not behave as we would like, and Sparkle Dance Studios & Fitness Centre has been encouraged to consider what to do in the situation where unsatisfactory behaviour arises. This Code helps all staff to understand what behaviour is and is not acceptable. For the purposes of this code, ‘Staff’ includes volunteers and unpaid workers. Please also see our Code of Conduct for Parents which details the sort of behaviour we expect.		
Distribution: <ul style="list-style-type: none">• To be distributed to Board at AGM and Induction sessions for Board Members• To all volunteers and staff• This policy will be made available to members of the public on request• Confirmation of receipt of information - Signed statement from recipient to be held on file		
Review and monitoring of policy: <ul style="list-style-type: none">• Reviewed annually or in instances of legislative change• Monitoring is part of Management and Supervision		

The following policy is based on the below principles:

- Sparkle Dance Studios & Fitness Centre recognises its staff as being fundamental to its success.
- All members of the Sparkle Dance Studios & Fitness Centre community have a right to expect that they learn and learn in a safe place.
- Sparkle Dance Studios & Fitness Centre expects every member of its community to respect, and behave in a considerate way towards, others.
- Sparkle Dance Studios & Fitness Centre expects every member of its community to be committed to safeguarding and child protection and would never want to harm a young person in any way.
- There will be a zero tolerance of violence, threatening behaviour and disorderly conduct, including abuse in all forms, against Sparkle Dance Studios & Fitness Centre staff or other members of the Sparkle Dance Studios & Fitness Centre community.
- Where such behaviour does occur, action will be taken to deal with the person or persons concerned.
- This document is to help all staff to understand what behaviour is and is not acceptable.

What do we mean by Abusive or Threatening Behaviour?

The Public Order Act 1986 defines “disorderly conduct” as: verbal abuse, threatening abusive or insulting words or behaviour or any disorderly behaviour whereby a person is caused alarm, harassment or distress.

“Threatening behaviour” is when a person fears that violence or threat of violence is likely to be provoked. In an Sparkle Dance Studios & Fitness Centre context, this could mean someone shouting at a member of staff, either in person or on the phone; acting aggressively, including using intimidating body language, as well as actual violence. It also covers comments posted on social networking sites or situations where members of staff are approached off premises.

Staff Code of Conduct:

Sparkle Dance Studios & Fitness Centre staff, volunteers and contracted artists are required to adhere to a code of conduct.

Any behaviour that is deemed unacceptable by the Sparkle Dance Studios & Fitness Centre management team and/or Board of Trustees, whether it is mentioned in the below code or not, shall result in disciplinary action. This document is to help all staff to understand what behaviour is and is not acceptable.

General:

All staff must set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times. All staff's behaviour must be beyond reproach to encourage our students to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes limiting (as far as possible) 1:1 isolated contact with young people.

Staff must present themselves at all times in a professional manner, including their dress. This includes clothes and shoes suitable for movement, with no offensive imagery or slogans. We ask you to avoid any ripped trousers and skirts/dresses without leggings. Office staff must adhere to a smart/casual dress code.

Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

Safeguarding Students:

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

Sparkle Dance Studios & Fitness Centre staff are in a position of trust and must never abuse this. This includes reporting incidents and concerns.

The duty to safeguard students includes the duty to report concerns about a student to the organisation's Designated Person (DP) for Child Protection.

Sparkle Dance Studios & Fitness Centre **DP is Harriet J Barlow.**

Staff are provided with personal copies of the school's Child Protection Policy and Safeguarding Procedure and staff must be familiar with these documents.

Managing Behavioural Challenges:

Staff must never demean or undermine pupils, their parents or carers, or colleagues. Staff must never raise their voice beyond what is appropriate and must never lose their temper.

Staff must understand that Sparkle Dance Studios & Fitness Centre is committed to allowing access to the arts for all and our Equal Opportunities policy. Therefore, some students may present different behavioural challenges than others. When appropriate, the [appropriate staff member] will alert the teacher to any special considerations or approaches.

Staff must never use other staff members as threats. E.g. "I'll send you to [staff member's name]".

Staff are expected to consult with the [appropriate staff member] before initiating any type of disciplinary measures.

Sparkle Dance Studios & Fitness Centre use a traffic light system to manage behavioural problems. This can only be initiated and advanced by the [appropriate staff member].

If a child is unsuitable in your class, and behavioural problems are causing concern, Sparkle Dance Studios & Fitness Centre will support you to the best of our ability.

Examples of appropriate disciplinary techniques:

Splitting up groups who are not paying attention

Setting clear objectives and behavioural expectations

Rewarding good, positive behaviour (praise and Sparkle Dance Studios & Fitness Centre also allow stickers)

Time outs

Speaking to troublemakers

Examples of inappropriate disciplinary techniques:

Bribery of any kind (using sweets, money etc.)

Raising your voice/yelling

Violence or threats of violence

Social Media and Relationship Management Policy:

Defaming Sparkle Dance Studios & Fitness Centre via any public forum (including social media) is gross misconduct. If there is a problem, please raise it internally.

Staff must not engage in inappropriate use of social network sites which may bring themselves, Sparkle Dance Studios & Fitness Centre, the Sparkle Dance Studios & Fitness Centre community or employer into disrepute. Any posts which could bring the above into ill-repute will be dealt with according to the grievance and disciplinary procedure.

No staff member may ever enter into a relationship, of any kind, with a student. No staff member may ever enter into social contact, of any kind, with a student.

Private communication via students/staff:

Staff must not contact students privately. This includes private messaging over Email/Text/Twitter/Facebook/Instagram/TikTok/Snap Chat and all other communication and social media channels.

Staff and volunteers may friend/follow other staff/volunteers via social media.

Staff must not friend/follow students via social media. If a student follows/friends a staff member via social media, the staff member must decline their request or 'block' them as soon as possible.

Students over the age of 11 can give Sparkle Dance Studios & Fitness Centre office staff a personal email account, but parents will always be copied into communication.

Email communication to students/parents must always be sent via a Sparkle Dance Studios & Fitness Centre office staff member.

Public communication between student/staff:

This includes (but is not limited to): Instagram Posts, Sparkle Dance Studios & Fitness Centre Facebook page communication and tweets/retweets.

This is allowed in moderation, but only if the information is relevant. E.g. a student tweeting saying how good a class was, is acceptable to reply to and retweet. However, a student tweeting about their homework or a personal problem is not acceptable to reply to via social media.

In the case of student volunteers (a current Sparkle Dance Studios & Fitness Centre student aged 13-16 who also acts as a volunteer): They can communicate with fellow students as always but must never use their position as a way in which to gain power or influence over other students. The [appropriate staff member] must be notified if a relationship (friendship or otherwise) with a student would compromise the volunteer's ability to help manage or engage with a course.

Pupil/Student Development:

Staff must comply with Sparkle Dance Studios & Fitness Centre policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies (where necessary) to support the development of students.

Staff must follow reasonable instructions that support the development of students.

Honesty and Integrity:

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Sparkle Dance Studios & Fitness Centre property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Safeguarding procedure.

Gifts from suppliers or associates must be declared to the [appropriate staff member], except for "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Conduct Outside Work:

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the organisation or the employee's own reputation or the reputation of other members of the Sparkle Dance Studios & Fitness Centre community. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Sparkle Dance Studios & Fitness Centre Staff must not advertise classes not run by Sparkle Dance Studios & Fitness Centre without express permission of the [appropriate staff member]. Sparkle Dance Studios & Fitness Centre staff must also not advertise or provide private sessions (in any capacity) to Sparkle Dance Studios & Fitness Centre Students without the knowledge of the Sparkle Dance Studios & Fitness Centre office.

Confidentiality:

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the organisation, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the school's Designated Person any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the student.