

Company Name:	The Staff Room ("the Company")
Policy No:	69
Policy Name:	Behaviour Policy
Date:	Aug 2025
Version:	Version 02

This behaviour policy outlines the conduct that The Staff Room expects from all its staff, temporary workers and anyone who is undertaking duties for the organisation, whether paid or unpaid.

This policy is written to help us protect children & young people from abuse.

The Staff Room is responsible for making sure everyone has seen, understood and agreed to follow the points mentioned in this document and understand the consequences of inappropriate behaviour.

The role of staff

In your role at The Staff Room, you are acting in a position of trust & authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who work on behalf of The Staff Room to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff

You are responsible for:

- prioritising the welfare of children and young children
- providing a safe environment for children and young people
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures
 - including our policies and procedures for safeguarding and child protection and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- reporting all concerns following our safeguarding and child protection procedures

Respecting children and young people

You should:

- listen and respect children at all times
- value and take children's contributions seriously

Diversity and Inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
 - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible
 - unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely

Inappropriate behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children & young people
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile no, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow the guidance within this Behaviour policy and never rely on your reputation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. We may also have to report the behaviour to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any suspected breach to this policy, then you must report this to The Staff Room and we will follow our whistleblowing procedure and safeguarding and child protection procedures.