Staff Behaviour Policy

Introduction:
Stride expects all our staff to follow our Staff Behaviour Policy. This is to ensure professionalism, safety, and mutual respect in all interactions, particularly when working with young people. Stride staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Club staff also have a responsibility to maintain their reputation and the reputation of Stride, both during and outside of working hours.

Key Principles:

- Act with integrity and honesty in all dealings.
- Respect the dignity, rights, and privacy of colleagues, clients, and young people.
- Maintain confidentiality, particularly when handling sensitive information regarding young people.
- Avoid any form of discrimination, bullying, or harassment.
- Uphold the highest standards of safeguarding when working with young people.
- Comply with all laws, regulations, and company policies at all times.

Breaches:
Any violation of this policy may lead to disciplinary action, up to and including termination of contracts or employment.

Behaviour

Our staff team are ambassadors for Stride and we expect them to conduct themselves professionally at all times. Staff should treat everyone (children, parents/carers and visitors) courteously and with respect. We expect staff to value all the children as individuals and to comply with Stride's **Equalities Policy** at all times. Swearing and abusive behaviour are not tolerated from anyone at Stride. If any member of staff exhibits such behaviour they will be subject to Stride's disciplinary procedures. *For more details see our* ***Professionalism and Aggressive Behaviour policy and Staff Disciplinary policy.***

Dress code

Whilst working at Stride, staff will be partaking in activity so the clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable. Whilst working all staff should wear the approved uniform.

Confidentiality and social media
Staff must not pass on any information about students or parents, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other students, the press, etc.) Posting any material relating to Stride or its users on social media sites (unless expressly permitted by the Manager) is forbidden. Any staff who breach

this rule will face disciplinary action. *See our* ***Data Protection policy, Social Media policy, Safeguarding policy and Staff Disciplinary policy*** *for more details.*

Use of mobile phones and cameras
Staff personal mobile phones are allowed to be used during the sessions for work-related situations, such as directions to a location or playing music in the car. Members of staff have their phones on them in case of emergency and if an urgent phone call is required. Staff must never use their personal mobile phone or cameras to take photographs during working hours. Doing so will be considered gross misconduct and may result in instant dismal.

Smoking, alcohol and drugs

- Staff are not permitted to smoke anywhere on the premises, including the outside areas.
- Staff are not permitted to bring alcohol or illegal drugs onto the premises.
- If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.
- If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately.
- Any prescribed medication needed by a staff member whilst working, must be stored safely in the kitchen out of reach and sight of the children.

See our Smoking, Alcohol and Drugs policy for more details.

Gross misconduct
Staff will be dismissed without notice if they are found to have committed an act of gross misconduct.
Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our **Staff Disciplinary policy**.

Process for Disregarding DBS Disclosures

Stride is committed to safeguarding while ensuring fairness in recruitment and employment decisions. We have a transparent process for assessing DBS disclosures to determine their relevance to a role within the organization.

1. Initial Review

- All DBS disclosures are reviewed by the Manager and the Designated Safeguarding Lead (DSL).
- Any disclosures are assessed in the context of the role applied for, with specific attention to safeguarding and the safety of children and young people.

2. Factors Considered

When assessing the relevance of a disclosure, the following factors will be taken into account:

- The nature and seriousness of the offense(s).
- The time elapsed since the offense(s) occurred.
- The circumstances surrounding the offense(s).
- Whether the offense is relevant to the duties of the role.
- Evidence of rehabilitation and character references where applicable.

3. Risk Assessment

- A formal risk assessment will be conducted where necessary to evaluate the potential impact on the safety and welfare of students, staff, and the organization.
- The assessment will consider the likelihood of reoccurrence and whether any additional measures (e.g., supervision) could mitigate risks.

4. Decision-Making

- The final decision to disregard a disclosure lies with the Manager, in consultation with the DSL and, if required, external safeguarding advisors.
- The decision-making process will be documented, ensuring transparency and accountability.

5. Communication

- The applicant or staff member will be informed of the decision and the reasons behind it.
- Where applicable, additional conditions or safeguards may be outlined in the employment agreement.

6. Confidentiality

- All information related to DBS disclosures and the decision-making process will be handled in strict confidence, in compliance with GDPR and data protection regulations.

This policy was adopted by Stride 360	Date: 29/10/24
To be reviewed by: 29/10/26	Written by: Simone Lyons