



# Safe Hands Afterschool Club

## Staff Behaviour & Staff Medication Policy



**Approved by:** Melanie Lawlee

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### 1. Purpose

Safe Hands expects all members of staff and volunteers to follow this Staff Behaviour & Medication Policy, which sets clear guidance on the standards of conduct required. Whilst working at Safe Hands staff are also required to follow the requirements of their job role as outlined in their job description, induction and training.

The guidance aims to encourage staff to meet the highest possible standards of professional behaviour. Staff are in a position of trust and influence as role models for the children in their care and must demonstrate behaviour that sets a positive example to all users of the setting.

Staff also have a responsibility to maintain their own professional reputation and the reputation of Safe Hands Afterschool Club, both during and outside of working hours.

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### 2. Scope

This policy applies to:

- All employed staff
  - Volunteers
  - Students and trainees
  - Management team
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### 3. Legal & Statutory Framework

This policy is informed by:

- Health and Safety at Work etc. Act 1974
- Childcare Act 2006
- Early Years Foundation Stage (EYFS) Statutory Framework 2025
- Children Act 1989
- Data Protection Act 2018 (UK GDPR)
- Working Together to Safeguard Children 2023

The EYFS requires providers to ensure staff are suitable, act professionally, and do not place children at risk of harm.



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### 4. Staff Conduct & Professional Behaviour

Our staff team are ambassadors for Safe Hands and are expected to conduct themselves professionally at all times.

Staff must:

- Treat children, parents/carers, colleagues and visitors courteously and with respect.
- Value all children as individuals and comply with the Club's Equalities Policy.
- Maintain appropriate professional boundaries at all times.
- Refrain from swearing, abusive language or aggressive behaviour.

Swearing and abusive behaviour are not tolerated. Any member of staff exhibiting such behaviour will be subject to disciplinary procedures.

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### 5. Dress Code

Whilst working at Safe Hands, staff are required to:

- Help set up and pack away equipment.
- Prepare food.
- Facilitate craft activities.
- Engage in physical activities with children.

Clothing and footwear must therefore be practical, safe and appropriate.

- Revealing or excessively tight clothing is not acceptable.
- Staff must wear the approved Club T-shirt whilst on duty (unless agreed otherwise with the Manager).
- Shoes must be appropriate, safe and comfortable. Flip flops are not permitted.

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### 6. Confidentiality & Social Media

Staff must not share information about children attending the Club or their families with third parties without permission.

The only exception is lawful information sharing with relevant external agencies where there is a safeguarding concern.



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'Third parties' include:

- Other parents
- Friends or family
- Other children
- The press
- Online platforms

Posting any material relating to the Club, children or families on social media is strictly forbidden unless expressly authorised by the Manager.

A breach of confidentiality or misuse of social media will result in disciplinary action.

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#### 7. Use of Mobile Phones & Cameras

- Personal mobile phones must be stored in the top cupboard of the after school club filing cabinet during working hours.
- If a staff member needs to make an urgent personal call, they must use the Club phone or make the call in a designated private area (staff car park) with permission.
- If a staff member has a family emergency and needs access to their phone, prior permission must be obtained from the Manager or Deputy.
- Staff may only use the Club camera, phone or Ipad to take photographs of children.
- Personal phones or personal cameras must never be used to take photographs whilst on duty.

Using a personal device to take photographs of children will be considered **gross misconduct** and may result in instant dismissal.

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#### 8. Smoking, Alcohol & Drugs

- Smoking (including e-cigarettes/vapes) is not permitted anywhere on Club premises, including outdoor areas.
- Alcohol or illegal drugs must not be brought onto Club premises.
- Staff must not report to work under the influence of alcohol or illegal drugs.

If a staff member arrives at work under the influence, they will be asked to leave immediately and disciplinary action will follow.

If a staff member is taking prescription medication that may affect their ability to work safely, they must inform the Manager.

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#### 9. Staff Medication & Health Disclosure

Staff must inform management of:

- Any illness that may affect their work.
- Any medication they are taking.
- Any side effects that could impact their ability to work safely with children.

Management may require a staff member to leave the setting if they are deemed unfit for work.

Any prescribed medication required by staff during working hours must be stored securely in the **locked filing cabinet**, out of reach and sight of children.

All health and medication information shared will be treated confidentially in accordance with data protection legislation.

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#### 10. Gross Misconduct

Staff will be dismissed without notice if found to have committed gross misconduct. Examples include (but are not limited to):

- Child abuse
- Failing to comply with health and safety requirements or Club policies
- Physical violence
- Ignoring a direct instruction from the Manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work due to alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the EYFS (including Section 75 of the Childcare Act 2006) or the Children Act 1989

The Manager will thoroughly investigate any allegation before making a decision.

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#### 11. Disciplinary Procedures

Any breach of this policy will be addressed in line with the Club's Staff Disciplinary Policy.

Serious breaches may result in suspension pending investigation.

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#### 12. Monitoring & Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
  - There is a safeguarding or disciplinary incident.
  - Ofsted guidance is updated.
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#### 13. Related Policies

This policy works alongside:

- Safeguarding & Child Protection Policy
- Data Protection & Confidentiality Policy
- Online Safety Policy
- Mobile Phone Policy
- Health & Safety Policy
- Staff Training & Induction