

Staff Code of Conduct

Allstars

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1. Policy Statement

At Allstars, we expect all staff, volunteers, and contractors to uphold the highest standards of professionalism, integrity, and child-centred practice. This Code of Conduct outlines the behaviours and responsibilities required to maintain a safe, inclusive, and positive environment for all children in our care.

This policy supports our safeguarding obligations under the **EYFS Statutory Framework, Keeping Children Safe in Education (KCSIE)**, and relevant employment and equality legislation.

2. Purpose

This Code ensures that all individuals working for or on behalf of Allstars:

- Understand their responsibilities
- Model professional and appropriate behaviour
- Create a safe environment for children
- Promote trust and accountability within the team and wider community

3. Professional Conduct

All staff must:

- Act with honesty, fairness, and respect toward colleagues, children, and parents
- Be punctual and reliable in attendance and duties
- Dress appropriately and in accordance with our setting's dress code

- Follow agreed procedures, policies, and job roles at all times
- Maintain appropriate boundaries with children and parents
- Avoid any actions that could bring the organisation into disrepute

4. Safeguarding and Child Protection

All staff must:

- Prioritise the safety and wellbeing of children at all times
- Report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL)
- Maintain confidentiality in accordance with the Data Protection Policy and only share information on a need-to-know basis
- Avoid any behaviour that may be perceived as inappropriate, including physical contact unless necessary and appropriate
- Never use mobile phones to take photos of children (see Mobile Phone and Camera Use Policy)

5. Interactions with Children

Staff are expected to:

- Foster a positive, inclusive, and nurturing environment
- Treat all children equally and without favouritism
- Use positive behaviour management strategies in line with our Behaviour Policy
- Encourage independence, effort, and participation
- Never use shouting, sarcasm, or humiliation as a form of discipline

6. Confidentiality and Communication

- Staff must not discuss personal or sensitive information about children, families, or colleagues outside of work

- Internal communications should be professional, clear, and respectful
- Concerns about a colleague's conduct or wellbeing should be raised with the Manager or DSL
- All social media activity must be appropriate and not reference or include images of Allstars children without consent

7. Drugs, Alcohol, and Smoking

- The use of alcohol, drugs, or being under the influence while on duty is strictly prohibited
- Smoking or vaping is not permitted on the premises or in sight of children

8. Training and Development

- Staff are expected to participate in all mandatory training, including safeguarding, first aid, and health and safety
- Staff should seek guidance or support when unsure of policy or procedure
- Commitment to ongoing development and reflective practice is encouraged and supported

9. Breaches of the Code

Failure to follow this Code of Conduct may result in disciplinary action, up to and including dismissal.

Any serious breaches involving safeguarding will be referred to external agencies such as the Local Authority Designated Officer (LADO), police, or Ofsted.

10. Review

This policy is reviewed annually or following significant changes in legislation or staffing procedures.

Date of next review: August 2026

Policy lead: Club Manager / DSL