



Staff Behaviour Policy

Let's Play expects all members of staff to follow our [Staff Behaviour Policy](#), which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. **Let's Play** 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.

Let's Play staff also have a responsibility to maintain their reputation and the reputation of the company, both during and outside of working hours.

Behaviour

Our staff team are ambassadors for **Let's Play** and the community and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending **Let's Play** (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with **Let's Play's** Equalities policy at all times.

Swearing and abusive behaviour are not tolerated from anyone at **Let's Play**. If any member of staff exhibits such behaviour, they will be subject to **Let's Play's** disciplinary procedures.

For more details see or ask for our [Aggressive Behaviour policy](#) and [Staff Disciplinary policy](#).

Dress code

Whilst working at **Let's Play**, staff will need to help to set up and pack away the setting, prepare food (i.e. during the HAF programme), facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, considering comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty all staff should wear the approved **Let's Play** kit, as provided.

Confidentiality and social media

Staff must not pass on any information about children attending **Let's Play**, or their parents and families, 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 children at **Let's Play** sessions, the press, etc.)

Posting any material relating to **Let's Play** 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.

Use of mobile phones and cameras

Staff personal mobile phones must be kept in the specified secure location for the site during working hours.

If a member of staff needs to make an urgent personal call, they can use the club phone or make a personal call from their mobile, if approved by your line manager and out of sight of any children, parents or staff.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, they must obtain prior permission from the Manager or Director.

Staff may only use the club camera to take photographs of children at the club, except with the express permission of the Manager or Director.

Staff must never use their personal mobile phones or cameras to take photographs at the club during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere on the club/session premises, including the outside play areas.

Staff are not permitted to bring alcohol or illegal drugs onto the club 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 at the club, must be stored safely in the specified secure location of the setting and out of reach and sight of the children attending the Club.

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. Please see the above the list of actions which [Let's Play](#) considers as Gross Misconduct.

This policy was adopted by: Robert McBride	Date: 7 th November 2024
To be reviewed: 7 th November 2025	Signed: R.McBride

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Child Protection [3.4-3.8], Suitable people [3.11, 3.13, 3.19] and Disqualification [3.14-3.16], Safety and suitability of premises, environment and equipment [3.56], Information and records [3.70]