



Staff Behaviour Policy

Perfect Aim Archery 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. 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.

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

Behaviour

Our staff team are ambassadors for Perfect Aim Archery and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending a session (children, parents/carers and visitors) courteously and with respect.

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

Swearing and abusive behaviours are not tolerated from anyone at Perfect Aim Archery. If any member of staff exhibits such behaviour they will be subject to Perfect Aim Archery's disciplinary procedures.

Dress code

Whilst working at Perfect Aim Archery staff will need to help to set up and pack away the setting and coach archery with the children. 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 on duty all staff should wear the approved lanyard at all times.

Confidentiality and social media

Staff must not pass on any information about children attending a session, 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 the session, the press, etc.)

Posting any material relating to a session or its users on social media sites (unless *expressly* permitted by the Director) is forbidden. Any staff who breach this rule will face disciplinary action.

See our **Data Protection policy** and **Safeguarding policy** for more details.

Use of mobile phones, wearable technology and cameras

Staff personal mobile phones must not be used during working hours.

If a member of staff needs to make an urgent personal call they can use their phone in a separate space away from all children.

Only the Company Director may only use the business camera to take photographs of children at any sessions, with the permission of the parent/carer.

Staff must **never** use their personal mobile phones, wearable technology or cameras to take photographs during working hours. Doing so will be considered gross misconduct and may result in dismissal.

Wearable technology such as Smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by staff. They may only used as a watch when working with children.

Smoking, alcohol and drugs

Staff are not permitted to smoke anywhere at Perfect Aim Archery sessions. This includes Vaping and E-cigarettes

Staff are not permitted to bring alcohol or illegal drugs to a session. 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 Company Director immediately and seek medical advice as to whether the medication will affect their ability to care for children effectively.

Any prescribed medication needed by a staff member whilst at the Club, must be stored safely in the staff members locked car and out of reach and sight of the children attending the session.

Staff Conduct and Suitability

Staff are expected to maintain high standards of behaviour and are expected to disclose any convictions, cautions, reprimands, warnings or other incidences that may affect their suitability to work with children.

Low level concerns will be dealt with through the supervision procedures with your immediate line manager. Allegations about staff conduct will be handled in line with the staff disciplinary policy.

Any member of staff should feel confident to raise concerns about safe practice or other concerns about adults working with children in confidence and in line with the whistleblowing policy.

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.

This policy was adopted by: Perfect Aim Archery Ltd	Date: 04.03.26
To be reviewed: 04.03.27	Signed: <i>Carlie Maddren</i>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Introduction [3.3], Suitable people [3.10, 3.14, 3.16] Staff taking medication or other substances [3.22]*