



Code of conduct

Poppleton Road Out Of School Club aim to take positive steps to ensure that we provide a safe and caring environment for all staff members and children. Therefore, all staff and volunteers should abide by the following code of conduct. This should be read in conjunction with the behaviour policy, confidentiality policy and safeguarding policy.

All staff members and volunteers must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Operate within the club's principles, procedures and guidance, and any specific procedures
- Be aware that they are the face of the club and therefore, always represent the club in a positive light. This includes conduct outside of the work place; all staff members should behave in an appropriate manner and avoid any behaviour which would bring the name of the club into disrepute. This also applies to online behaviour by staff members
- Be aware of the confidentiality policy and avoid discussing children or staff members with other parents or school staff
- Avoid talking to children via mobile, email or social media

Conflict of interest

All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interest of children and other adults. It is therefore expected that staff adopt and promote a high standard of personal conduct. All adults in contact with children should therefore understand and be aware that safe practice also involves using judgment and integrity about behaviours in places other than the work setting *



* Extract taken from Guidance for Safer Working Practice for Adults who work with children and young people (2019).

Definition: A conflict of interest is a situation in which an individual has competing interests or loyalties.

A conflict of interest can exist in several kinds of situations:

- With a public official whose personal interests' conflict with his/her professional position

- With an employee who works for one company but who may have personal interests that compete with his/her employment

- With a person who has a position of authority in one organisation that conflicts with his or her interests in another organisation

- With a person who has conflicting responsibilities examples include:
 1. A member of staff is related to a child within the provision,
 2. The Manager of the provision has a close friendship with one of the families
 3. A member of staff has a close relationship with the registered body of the provision (i.e. proprietor, Manager or governing body of the church)
 4. A member of staff holds a second employment
 5. A member of staff has connection with families within their workplace through social networking
 6. A member of staff provides baby-sitting services for a family of the provision

A close relationship is defined as such by virtue of association, which is a family relationship, personal partnership, civil partnership or marriage. This may also apply to close friendships, guardianships (Godparent) or business partners



If a member of staff feels that they have a conflict of interest they should talk to the manager to identify a solution.

This policy was adopted at a meeting of	Poppleton Road OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager