HARLANDS EDUCATIONAL TRUST

Staff Code of Professional Conduct

Managed by:	Club Manager	**Date:** 02/09/26
Approved by:	David McKeown-Webster	
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Reviewed by:		

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Purpose

Everyone working or volunteering at Harlands Explorers is expected to behave in a way that protects children, supports colleagues and maintains public confidence in the setting. This code applies during working time, on work-related activities and whenever a person could reasonably be associated with the club.

Professional standards

- Treat children, families, colleagues and visitors with dignity, patience and fairness.
- Do not use abusive, threatening, humiliating or inappropriate language or behaviour.
- Actively challenge bullying, harassment and discriminatory conduct, and report it through the correct route.
- Ask for help when a situation is beyond your experience, authority or ability to manage safely.
- Tell the Club Manager about accidents, incidents, concerns or near misses, even where they appear minor.
- Keep information learned through work private and share it only with authorised people who need it for a legitimate safeguarding or operational reason.

Working safely with children

- Promote a calm, encouraging and inclusive atmosphere.
- Respect personal space. Physical contact should be appropriate, necessary and, wherever possible, agreed by the child. Immediate intervention is permitted to prevent injury.
- Know and follow the safeguarding procedures, including how to report a disclosure or concern and how to protect yourself from misunderstandings or allegations.
- Use a measured voice. Shouting is acceptable only where urgently required to prevent danger or gain attention in an emergency.
- Physical restraint must never be used as a punishment. It may be used only when necessary to prevent immediate harm and in line with the setting's approved procedures.
- Remain composed and do not argue, panic or lose your temper in front of children.
- Address disruptive or unsafe behaviour early using the agreed behaviour-management approach.

Information and conversations

A child's comments about home or family life must not become staff-room discussion. Pass any relevant information to the Club Manager or DSL and record it where required. Conversations with parents or carers about a child's welfare must also be reported and documented in accordance with the setting's safeguarding and incident-recording procedures.

Concerns about conduct

A failure to follow this code may result in management action and, where safeguarding is involved, referral under the safeguarding or allegations-management procedure.

Related documents

Safeguarding Children; Health and Safety; Whistleblowing; Behaviour Management; Anti-Bullying; Intimate Care; Play; Administering Medication.