



## Staff Behaviour Policy for Ace Sports Coaching

**Location:** Ace Sports

**Policy Created By:** Nick McGowan

**Policy Date:** September 2024

**Review Date:** September 2025

### 1. Policy Statement

At Ace Sports Coaching, we expect all staff members to adhere to the highest standards of professionalism, conduct, and behaviour when working with children, colleagues, parents, and visitors. This policy sets out the standards of behaviour required to ensure a safe, positive, and professional environment in line with our commitment to safeguarding, quality service provision, and respect for all individuals.

### 2. Aims and Objectives

- **Professional Conduct:** Ensure that staff members maintain appropriate conduct and professionalism at all times.
- **Role Modelling:** Encourage staff to act as positive role models for children, promoting respect, fairness, and positive behaviour.
- **Safeguarding:** Ensure that all staff comply with safeguarding policies and procedures, placing the welfare of children at the heart of everything they do.
- **Workplace Harmony:** Promote respectful and cooperative relationships among staff, children, and parents.
- **Legal Compliance:** Ensure staff behaviour aligns with UK legislation, including the Children Act 1989 and 2004, the Equality Act 2010, and health and safety regulations.

### 3. Scope of the Policy

This policy applies to all employees, volunteers, contractors, and temporary staff working at Ace Sports Coaching. It covers all aspects of behaviour and conduct within the workplace, as well as any interactions with children, parents, and colleagues.

### 4. Expected Behaviour

#### 4.1 Professionalism and Conduct

- **Act with Integrity:** Staff must act with honesty, integrity, and professionalism at all times. This includes treating all children, colleagues, parents, and visitors with respect, courtesy, and kindness.
- **Punctuality and Attendance:** Staff are expected to be punctual and reliable, ensuring they arrive on time for all shifts, activities, and meetings. Any absences must be communicated according to the sickness/absence policy.
- **Dress Code:** Staff must adhere to the company's uniform policy, ensuring their appearance is professional and appropriate for working with children in a childcare or sports setting.
- **Language and Communication:** All communication with children, parents, colleagues, and visitors should be appropriate, respectful, and professional. Inappropriate or offensive language will not be tolerated.

## 4.2 Interactions with Children

- **Positive Role Models:** Staff must act as positive role models by promoting good behaviour, respect, and kindness in children. They should use appropriate praise and encouragement to support children's development.
- **Safeguarding Children:** Staff must adhere to all safeguarding policies and procedures, placing the welfare of children as the top priority. They must report any concerns regarding child protection immediately to the designated safeguarding lead (DSL).
- **Physical Contact:** Physical contact with children should always be appropriate, necessary, and non-invasive. Staff should avoid any contact that could be misinterpreted and must always respect children's personal boundaries.
- **Confidentiality:** Staff must respect the privacy and confidentiality of children and families. Personal information should not be shared without the necessary consent or unless it is required for safeguarding purposes.

## 4.3 Behaviour with Colleagues

- **Teamwork and Collaboration:** Staff are expected to work cooperatively with colleagues, fostering a positive and supportive working environment. Collaboration, communication, and mutual respect are key to maintaining a successful team dynamic.
- **Respect for Diversity:** Staff must treat colleagues fairly and without discrimination based on race, gender, age, disability, religion, sexual orientation, or other protected characteristics under the Equality Act 2010. Bullying, harassment, or discriminatory behaviour will not be tolerated.
- **Constructive Feedback:** Staff should engage in open and constructive communication with their colleagues, offering support and feedback in a respectful and professional manner.

## 5. Safeguarding and Child Protection

All staff must:

- Adhere to Ace Sports Coaching's **Safeguarding Policy** and ensure that they prioritise the safety and welfare of children at all times.
- **Report concerns** about child welfare or safety to the **Designated Safeguarding Lead (DSL)** immediately. (Amber Bagshaw)
- Avoid any inappropriate relationships with children or young people and ensure that their conduct with children is professional and in line with safeguarding practices.

- **Attend regular safeguarding training** and remain up-to-date with child protection procedures.

## 6. Social Media and Digital Communication

- **Appropriate Use:** Staff must use social media and digital platforms responsibly and in line with the company's **Social Media Policy**. They must avoid sharing any information or images related to children, parents, or the business without prior consent.
- **Personal vs Professional:** Staff should maintain a clear distinction between their personal and professional online profiles. Any communication with parents or children should be professional and conducted through approved channels only.
- **Confidentiality:** Confidential information regarding children, families, or colleagues must not be shared online or through social media.

## 7. Health and Safety

- **Follow Health and Safety Procedures:** Staff are required to adhere to all **Health and Safety Policies** and ensure the safety of themselves, children, and others on the premises.
- **Risk Awareness:** Staff must be vigilant and report any potential health and safety risks or hazards to the designated Health and Safety Officer.
- **First Aid:** In the event of an accident or emergency, staff should follow the business's **First Aid Policy** and provide assistance as necessary, ensuring that accidents are reported and recorded appropriately.

## 8. Reporting Misconduct

- **Whistleblowing:** Any staff member who becomes aware of misconduct, unethical behaviour, or a breach of policy must report their concerns immediately to a senior manager or designated person. Whistleblowing will be treated seriously, and staff members who report issues in good faith will be protected from retaliation.
- **Investigations:** Misconduct will be investigated thoroughly, and appropriate action will be taken according to the **Disciplinary Policy**.

## 9. Breaches of the Policy

- **Consequences:** Any breach of this policy may result in disciplinary action, up to and including termination of employment. Serious breaches, such as those involving safeguarding, misconduct, or harassment, will be treated as gross misconduct and may result in immediate dismissal.
- **Support and Guidance:** Where appropriate, staff may be offered guidance, support, or further training to address issues related to their conduct.

## 10. Monitoring and Review

- **Ongoing Monitoring:** This policy will be monitored regularly to ensure staff are adhering to the expected standards of behaviour.
- **Annual Review:** The policy will be reviewed annually or sooner if needed to ensure that it remains up-to-date with legal requirements and best practices.

**Next Review Date:** September 2025  
**Policy Reviewed By:** Nick McGowan