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**Staff Behaviour Policy**

Innov8 Sportz CIC 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. Innov8 Sportz CIC 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.

Innov8 Sportz CIC staff also have a responsibility to maintain their reputation and the reputation of Innov8Sportz CIC, both during and outside of working hours.

For more information, see Innov8 Sportz CIC’s Code of conduct for Staff and volunteers. Appendix 1

Behaviour

Our staff team are ambassadors for Innov8 Sportz CIC and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending any Innov8 Sportz CIC session (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with Innov8 Sportz CIC’s Equality and diversity policy at all times. Please see Appendix 2.

Innov8 Sportz CIC will not tolerate swearing and abusive behaviour from anyone during our sessions. If any member of staff exhibits such behaviour they will be subject to Innov8 Sportz CIC’s disciplinary procedures.

For more details, see our Staff Disciplinary policy. Appendix 3.

Dress code

Whilst working at Innov8 Sportz CIC staff may need to help to set up and pack away equipment or furniture, prepare food, facilitate craft activities and engage in physical activities 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 name badge at all times.

For more details, please see Uniform and Dress Code Policy Appendix 4 and ID Badges Policy and Procedure appendix 5

Confidentiality

Innov8 Sportz CIC’s work will bring us into contact with confidential information. To ensure that all those participating an Innov8 Sportz CIC session and working as an employee for Innov8 Sportz CIC can do so with confidence, we will respect confidentiality at all times.

See our Confidentiality policy, for more details. Appendix 6

**Social Media**

It is important when using social networking sites such as Facebook or Twitter that Staff volunteers and students maintain confidentiality and ensure professional practice at all times, this is to protect the participants, parents/carers & families of any Innov8 Sportz CIC’s session, along with any of Innnov8 Sportz CIC’s Staff and volunteers and students.

For more details, refer to Social Media Policy Appendix 7

Use of mobile phones and cameras

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

See our Use of mobile phones and cameras, Appendix 8 and Staff Disciplinary Policy Appendix 3 for more details.

**NO Smoking policy**

Innov8 Sportz CIC workplaces are smoke free, and all staff, parents, careers, volunteers and participants have a right to be in a smoke free environment. Smoking is not permitted in any part of the premises during an Innov8 Sportz CIC session.

All staff have a personal responsibility in ensuring their personal compliance and in ensuring that all those who enter the premises are made aware of the policy. Those who do not comply with the smoke-free law may be liable to a fixed penalty fine and possible criminal prosecution.

For more information, see our NO Smoking policy. Appendix 9

This policy was adopted by Innov8 Sportz CIC in September 2016, was reviewed September 2018, with further review due September 2019. Signed: