



THE FUNNCLUBB LTD & THE FUNNCLUBB OOS - STAFF CODE OF CONDUCT

1. Introduction & Purpose

This Code of Conduct outlines the mandatory standards of professional behaviour expected of all individuals employed or volunteering by The FunnClubb LTD & THE FUNNCLUBB OOS. Its purpose is to ensure we maintain a safe, positive, legally compliant, and highly professional environment for all children in our care. Adherence to this code is a strict condition of your employment or engagement. This policy directly aligns with the Early Years Foundation Stage (EYFS) Statutory Framework and the regulations of the Ofsted Childcare Register.

2. Our Core Principles

As a member of the FunnClubb team, you are expected to embody our core principles at all times:

- **Safety First:** The safety, protection, and emotional well-being of the children is your primary responsibility, overriding all other camp objectives.
- **Professionalism:** Act as a positive, responsible role model for children and a reliable colleague within your team.
- **Respect:** Treat all children, parents, and colleagues with absolute fairness, dignity, and equality.
- **Positivity:** Bring high energy, enthusiasm, and active encouragement to create a fun, safe, and supportive atmosphere.

3. Specific Conduct Requirements

A. Professional Conduct & Operations

- **Punctuality & Reliability:** You are expected to arrive on time for all scheduled shifts, fully prepared to engage. You must follow the official Absence & Sickness Procedure immediately if you are unable to attend.
- **Professional Dress Code:** You must wear your official FunnClubb t-shirt or hoodie at all times when on duty. Attire must be practical for active sports and movement (sportswear and closed-toe athletic trainers only).
- **Professional Language:** Use positive, age-appropriate, and encouraging language. Swearing, shouting, or the use of offensive, sarcastic, or discriminatory language is strictly prohibited and constitutes gross misconduct.

B. Behaviour Management & Physical Contact

- **Positive Enforcement:** Staff must manage children's behaviour in line with the FunnClubb Behaviour Management Policy, utilising positive reinforcement and distraction techniques.
- **Corporal Punishment Prohibition:** Any form of corporal punishment, physical intervention as a punishment, or threatening/demeaning treatment of a child is strictly illegal under UK law and will result in immediate dismissal and referral to statutory authorities.
- **Boundaries of Physical Contact:** Physical contact must be appropriate to the situation, child-led, open, and transparent (e.g., high-fives, open encouragement, or comforting a distressed child in plain sight). Staff must never engage in horseplay, rough-and-tumble games, or initiate secretive physical contact.
- **Intimate Care Safety:** When assisting 3 and 4-year-olds with toileting or clothing changes due to accidents, staff must follow the FunnClubb Intimate Care Policy. Staff must never assist a child in total isolation out of earshot or sight of other staff members; a second coach must always be aware and within immediate proximity.

C. Safeguarding, Child Protection & Whistleblowing

- **Personal & Statutory Duty:** You have a legal and professional duty to safeguard every child. You must read, understand, and implement the FunnClubb Safeguarding and Child Protection Policy.
- **Direct Reporting:** You must report any safeguarding concerns or disclosures, regardless of how minor they seem, immediately to the on-site Designated Safeguarding Lead (DSL) or Deputy DSL.
- **Whistleblowing Duty:** If you observe a colleague acting inappropriately, breaching safety rules, or violating this Code of Conduct, you have a strict statutory duty to report it immediately under the FunnClubb Whistleblowing Policy.

- **Change in Suitability Declaration:** Staff must immediately notify the Director in writing of any changes in their personal circumstances that may affect their suitability to work with children. This includes any criminal investigations, convictions, cautions, court orders, or changes in household health/safety statuses that fall under the Disqualification under the Childcare Act guidelines.

D. Personal Mobile Phones, Smart Devices & Tech Barriers

- **Personal Devices Isolation:** Personal mobile phones, smartwatches with photographic capabilities, tablets, and personal cameras must be switched off/silent and stored securely in the designated staff-only room during active working hours.
- **Active Supervision:** Under no circumstances are personal devices permitted to be kept in pockets or accessed while on the camp floor supervising children.
- **Photography Ban:** Taking photos or videos of campers using personal devices is a direct violation of child protection regulations and is classified as gross misconduct. Only official, camp-owned devices are permitted to be used for marketing documentation, under explicit parental consent.

E. Alcohol, Substance Use & Staff Medication

- **Zero-Tolerance Influence:** Staff are strictly prohibited from consuming, possessing, or being under the influence of alcohol, illegal drugs, or volatile substances before or during any camp shift.
- **Prescription Medication Management:** If you are taking prescription or over-the-counter medication that may affect your cognitive ability, reaction times, or capacity to care for children, you must formally declare this to the Site Lead prior to starting work. All personal medications must be locked securely away in a container inside the staff-only room, completely out of reach of children.

4. Breaches of this Code of Conduct

Any breach of this Staff Code of Conduct will be investigated thoroughly. Confirmed violations will result in immediate disciplinary action, up to and including the termination of your employment agreement, immediate dismissal without notice for gross misconduct, and statutory reporting to Ofsted, the Local Authority Designated Officer (LADO), and the Disclosure and Barring Service (DBS).

Policy Review Details

- **Company:** The FunnClubb LTD
- **Director:** Reuben Agilinko
- **Approved Version:** 1.2

- Date of Review: 30th June 2026