

## **Code of Conduct**

This annex contains guidelines/code of conduct on managing the behaviour of children attending any of Storyy Group Provisions or involved in any of the company's activities.

### **Aims:**

- Each child learns to respect and consider other people's feelings and property
- Pupils will learn to take responsibility for his/her own behaviour
- That a framework of behavioural expectation is established
- Parents are aware of the standard of behaviour expected within our provisions and can offer support
- That each child learns that he/she is a valued member of our provision and has high self-esteem.

### **Staff Responsibilities:**

- To make sure that the child knows what is expected of them in terms of behaviour
- To be responsible for the child's behaviour whilst they are attending the provision and reminding them of what is acceptable
- To make time to communicate with parents to let them know how their child is behaving at the provision.
- To be positive about individual pupils and try to raise their self-esteem through positive encouragement and praise where justified.
- To have high expectations of all pupils and encourage them to take responsibility for their own actions and behaviour.
- To involve parents at an early stage where there are significant concerns about a child's behaviour.

### **Unacceptable Behaviour:**

- Bullying; physical or verbal
- Lying
- Stealing
- Deliberate Destructiveness
- Discriminatory Behaviour-direct or indirect
- Harassment and Victimisation
- Sexual misconduct (to include verbal, physical or exposure)

### **Behaviour to be discouraged:**

- Fighting (including play fighting)
- Swearing
- Climbing on furniture or window ledges
- Taking equipment home
- Lack of respect for own and other peoples or provision property
- Arguing or answering back. (However, everyone is entitled to their own opinion respectfully expressed)
- Teasing or tormenting in any way

### **Actions & consequences:**

- Restorative Conversations
- Seek opportunities to talk about examples of good behaviour
- Remove from group's attention (i.e. Time-Out)
- Remove privileges
- Informally discuss behaviour with parents

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Under **NO** circumstances is corporal punishment used as a punishment. Staff may use physical restraint only if a child is in danger of harming him/herself or another child or an adult and de-escalation strategies have been used by a PRICE trained member of staff. Staff are trained in PRICE Positive Behaviour Support.

### **Guidelines for use:**

1. This policy is only intended to be used as a guideline towards successfully dealing with non-acceptable behaviour.
2. All incidents of such behaviour should be dealt with individually and be instigated by a member of staff.
3. Non-acceptable behaviour should be differentiated by individual child dependent on their needs.
4. Staff should be sure to inform other team members of their decision to withdraw a child from a situation, and why. Staff should seek support from their internal team in managing behaviours that challenge and record all incidents and any action taken.

### **Staff code of conduct and disciplinary:**

Storyy Group will maintain a well-motivated, highly skilled and professional staff team. However, occasionally action will need to be taken to encourage improvement in individual behaviour and performance. The management will ensure that all staff are working within the expectations of their role and that all staff will protect the safety of all children without favouritism or partiality.

### **In the event of a Storyy Group Staff Disciplinary Procedure the likely procure will be:**

1. Informal Discussion
2. Formal Verbal Warning
3. Written Warning

### **Gross Misconduct:**

If, after investigation, it is deemed that a Storyy Group member of staff has committed an act of the following nature, dismissal will be the normal outcome:

- Child abuse (for further details refer to the Child Protection policy)
- Serious infringement of health and safety rules (for further details refer to the Health & Safety policy)
- Assaulting another person.
- Persistent bullying, sexual or racial harassment.
- Being unfit for work through alcohol or illegal drug use.
- Gross negligence that either causes or might cause injury, loss or damage to persons or property.
- Theft, fraud or deliberate falsification of the Club's documents.
- Deliberate damage to Club property.
- Being an unfit person under the terms of the Care Standards Act 2000 or the Children's Act 1989.

## **Whistleblowing**

### **What is whistleblowing?**

In practical terms, whistleblowing occurs when a concern is raised about danger or illegality that affects others. As the person blowing the whistle you will not necessarily be directly affected by the danger or illegality. Consequently, you will not necessarily have a personal interest in the outcome of any investigation into your concerns. This is different from a complaint or grievance. If you make a

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complaint or lodge a grievance, you are saying that you personally have been poorly treated. This poor treatment could involve a breach of your individual employment rights or bullying and you are entitled to seek redress for yourself.

### **Blowing the Whistle on Malpractice:**

Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:

- The physical, emotional or sexual abuse of children or staff
- Unauthorised use of Provision funds and/or financial maladministration
- Fraud and corruption
- Failure to comply with legal obligations
- Endangering of an individual's health and safety
- Damage to the environment
- A criminal offence
- Failure to follow financial and contract procedure rules
- Showing undue favour to a contractor or a job applicant
- Miscarriages of justice
- Deliberate concealment of information relating to any of the above
- Concerns about the professional practice or competence of colleagues, other members of staff or other workers

Staff should raise their concerns with their Line manager and Head of Operations or Designated Safeguarding Lead of the company, the earlier a concern is raised the easier it will be to take action. You the whistleblower, are a witness to events not the investigator. You do not need to wait for compelling evidence of malpractice before raising concerns, but you must have reasonable grounds for your suspicion.

When reporting a concern, you should provide as much information and detail as possible by adding this to Staff Safe. In particular you should provide the full names of all the people involved, dates of events and any relevant documentation. This will help the investigator to focus on the main issues quickly.

There will be some cases where it is not appropriate for you to raise concerns with your Line Manager, for example where you suspect your Line Manager already knows about the malpractice or where you suspect your Line Manager may be involved. In those cases, you should report your concerns to the Head of Operations or in the case this staff member is the subject of the concern, the Designated Safeguarding Lead or Managing Director.

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. You will be advised whether an investigation takes place or not. When making a decision our Line Manager will consider whether continuing with an investigation is in the public interest.

### **Protection for the Whistleblower:**

All concerns raised under this procedure will be treated seriously and a decision made about whether or not an investigation is appropriate. Depending upon the nature of the matter it may be referred to the external auditor or the police. The person to whom you reported your concern will be responsible for keeping you informed about the progress of the investigation and the action, which has been taken, although you may not be told the outcome. In some cases, the investigation may result in criminal or disciplinary proceedings. If this happens you may be invited to give a written statement or give evidence at a hearing. Your Line Manager will support you in this process and ensure that you are clear about what will happen.

### **Allegations not made in the public interest:**

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Concerns that are raised frivolously, maliciously, or where they are known to be untrue may result in disciplinary action or, in the case of agency staff, the termination of the agency contract.

### **Blowing the Whistle outside the Provision:**

In certain circumstances it may be appropriate to raise concerns outside the Provision to the appropriate 'prescribed regulator'. This should only be done where you are raising a genuine concern in the public interest and where you believe the information is true, i.e. more than just suspicion. You are advised to discuss your concerns with a legal advisor, professional association, trade union or PCAW (see above) before reporting them outside the Provision.

Examples of prescribed regulators are set out below:

- Ofsted (whistleblowing helpline): 0300 123 3155 or [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
- National Audit Office: 020 7798 7999
- Information Commissioner: 0303 123 1113
- Environment Agency: 03708 506 506
- Health and Safety Executive: 0300 0031 647

As a last resort and provided it is appropriate in all the circumstances, you may choose to raise your concern outside the Provision to someone other than prescribed regulator e.g. the police or your MP. Provided the disclosure is reasonable in all the circumstances and is not made for personal gain, the preconditions are that you:

- Reasonably believed that you would be victimised if you raised the matter initially within the Provision.
- Reasonably believed that the matter would be "covered up" if you raised the matter internally within the Provision or the Council and there is no prescribed regulator or
- You have already raised the matter internally or with a prescribed regulator.

### **Reviews and Operation of this Policy:**

Storyy Group have overall responsibility for the operation of this policy. (This policy has to be formally adopted by the Directors and may be reviewed from time to time.)

Reviewed by Natalie Lee – September 2023  
Next review – September 2024