



Code of Conduct

OCOSC Staff have a duty of care to the children in their care and are responsible for doing all that is possible to keep children safe and to protect them from harm and abuse.

OCOSC expect all OCOSC Staff to:

- be responsible for their own actions and behavior.; and
- avoid any conduct which would lead any reasonable person to question their motivation and intentions or lead to a “staff allegation”. NB. The term ‘allegation’ means where it is alleged that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

OCOSC Staff must adopt the safer working practices with children outlined below at all times.

OCOSC safer working practices with children

DO:	DON'T:
Treat all children and young people with respect	Have inappropriate physical or verbal contact with children and young people
Respect all children and young people's right to privacy	Encourage secretiveness
Follow the settings procedures when providing personal care or administering medicine	Show favouritism to any individual child or groups of children, through attention, praise, rewards or gifts
Encourage children and young people to be comfortable and confident to point out attitudes or behaviour they do not like	Communicate or socialise with children or young people you work with outside of the setting either face to face or through mobile phones , social networks or gaming
Report if a child or young person becomes infatuated with a member of staff and deal with it sensitively and confidentially	Give children personal details about yourself.
Be careful when discussing sensitive issues with children and young people make sure any information is appropriate to their age and understanding	Offer lifts to children and young people outside of your normal working duties.
Do support children to understand risks and develop strategies to keep themselves safe in the setting, in the community and online	

OCOSC Key daily safer working practices



DO:	DON'T
Provide an example of appropriate conduct you wish others to follow	Allow yourself to be drawn into inappropriate behaviour / make suggestive, or derogatory remarks or gestures in front of children or young people
Avoid lone working or at least be within sight or hearing of others	Ignore inappropriate behaviour or poor conduct in other staff or volunteers
Operate within the policies & procedures of the setting	Ignore any of your own actions that could be misinterpreted – discuss them with your line manager
Give guidance and support to new and inexperienced staff and volunteers	Change in the same place as children
Staff are required to wear their uniform at all times whilst in work. If uniform has not been allocated, you should wear clothing that promotes a positive, professional image and is appropriate to the role.	Wear clothing with offensive slogans/pictures or that is revealing or impractical for the work environment
Discuss any pre-existing relationships with families outside of the workplace	Assist with a personal care task which the child or young person can undertake themselves
Ensure if personal car is used for transporting children as part of your job role. You are insured to do so, suitable car seats/boosters are used and ratios maintained	Post inappropriate comments or photos on social media which call into question your suitability for working in the children's workforce.
Challenge unacceptable behaviour in adults	Place yourself in vulnerable situations with children and families outside of work
Follow the settings Whistleblowing policy to report inappropriate or poor conduct that gives you cause for concern	Allow children to access your social media and if they do, report this immediately to your line manager.
Inform your manager of any work outside the setting with children / families using your setting	Communicate with children or young people you work with outside of the setting either face to face or through mobile phones, social media or gaming.
Follow the settings "photography, video, mobile phone and e-safety policy"	

All OCOSC Staff are aware that any behaviour outside of OCOSC settings which could lead any reasonable person to question their suitability to work with children, could lead to disqualification from practicing with children. All staff are also aware of the Mobile Phone, Photography, Digital media and E-Safety policy which refers to their presence on social media platforms and the risks associated with these.



Reviewed by: Ebi Cole

Date: August 2025

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