

ACTIVITIES 4 KIDS: CODE OF CONDUCT



OCTOBER 2026

Daisy Jacobs-Milburn & Briony Jacobs

ACTIVITIES 4 KIDS | 215 ELM DRIVE, HOVE, BN3 7JD

CODE OF CONDUCT

Updated: 18 October 2026

Policy owner: Briony Jacobs | Designated Safeguarding Lead: Daisy Jacobs-Milburn

Applies to all employees, managers, agency staff, volunteers, students and contractors working with or around children.

1. Purpose and scope

Activities 4 Kids is committed to a safe, inclusive, respectful environment in which children's welfare is paramount. This Code sets minimum expectations on site, during activities, swimming, trips, transport where applicable, online, and in work-related communications. It must be read alongside our Safeguarding and Child Protection, Allegations/Whistleblowing, Health and Safety, Equality, Behaviour, Missing Child, First Aid, Data Protection and other relevant policies. Breaches may result in safeguarding referral, disciplinary action, termination of engagement or police involvement as appropriate.

2. Respect for others and inclusion

- Treat every child, parent/carer and colleague with dignity, fairness and respect. Do not discriminate, harass, bully, victimise or use humiliating, threatening or derogatory language.
- Promote inclusion and make reasonable adjustments for disabled children where required; follow individual support and risk assessments and communicate honestly about the service's capacity and any agreed support arrangements.
- Listen to children, take their views seriously, respect their privacy and support them to raise concerns. Never promise secrecy about a safeguarding disclosure.
- Use positive, age-appropriate behaviour support. Never use corporal punishment, degrading sanctions, intimidation or withholding food, drink, toilet access or essential care as punishment.

3. Safety and wellbeing

- Know the children in your care, their authorised collection arrangements, relevant allergies, medical needs and agreed support plans. Follow attendance, headcount, supervision and handover procedures. Never leave children unsupervised or knowingly exceed applicable staffing and supervision requirements.
- Complete required risk assessments and follow venue, activity, swimming, first aid, emergency, fire, hygiene and medication procedures. Report hazards, accidents, near misses and concerns promptly and accurately.
- Only undertake tasks for which you are trained, competent and authorised. Do not attend work impaired by alcohol, illegal drugs or medication that makes you unsafe; no smoking or vaping around children or in prohibited areas.
- Follow the organisation's intimate care, toileting and personal care procedures: protect dignity, use appropriate safeguards, record and report any concerns.

4. Safeguarding: recognise, respond, record and report

- All adults have a duty to act on any concern about abuse, neglect, exploitation, inappropriate behaviour, peer-on-peer harm or a child's safety, including concerns arising online or outside the setting.
- If a child is in immediate danger, call 999. Otherwise report safeguarding concerns without delay to the Designated Safeguarding Lead (DSL), Daisy Jacobs-Milburn, or the designated deputy. Do not wait to gather proof or investigate yourself.
- Listen calmly; do not ask leading questions, promise confidentiality, confront an alleged perpetrator or discuss the matter with unnecessary people. Record the child's words as accurately as possible, relevant facts, date, time and action taken, using the secure reporting process.
- If the DSL/deputy is unavailable, implicated or fails to act and the child remains at risk, escalate directly to local authority children's social care/MASH or the police as appropriate. Concerns about an adult who works with children must be referred to the appropriate manager and the Local Authority Designated Officer (LADO) consulted where the allegations threshold may be met.

- Staff may raise safeguarding and unsafe-practice concerns through the whistleblowing procedure without fear of retaliation. Where internal routes are unsuitable or ineffective, contact the relevant external safeguarding authority or the NSPCC whistleblowing advice line.

5. Professional boundaries and safer working

- Maintain appropriate adult–child boundaries. Do not favour individual children, seek personal relationships, exchange gifts or secrets inappropriately, arrange private meetings, babysitting or contact outside authorised organisational arrangements.
- Do not use personal social-media accounts, private messaging, gaming platforms or personal telephone numbers to communicate with children. Use approved organisational channels and keep communications transparent and work-related.
- Do not take, store or share images or recordings of children on personal devices or accounts. Obtain and follow appropriate organisational permissions, parental consents and safeguarding controls before any photography or publication.
- Avoid being alone with a child where practicable; follow authorised one-to-one arrangements, remain observable and record any exceptional circumstances. Never take a child off-site or transport them without express authorisation and applicable procedures.
- Physical contact must be necessary, proportionate, appropriate to the child’s needs and consent/communication, and never sexual, punitive or secretive. Follow approved physical intervention guidance; only intervene to prevent harm when lawful, necessary and proportionate, and record/report any incident immediately.
- Dress and speak appropriately for active work with children. Keep personal matters separate from work and disclose any relationship or conflict of interest that may affect professional judgement.

6. Professionalism, integrity and teamwork

- Be punctual, reliable, attentive and fit for duty; follow lawful management instructions and staffing arrangements. Do not use phones for personal reasons while responsible for supervision, except as authorised or in emergencies.
- Communicate respectfully with families and colleagues; do not gossip, retaliate, falsify records or conceal incidents, mistakes or near misses. Raise concerns constructively and promptly.
- Keep children’s and families’ personal information confidential, securely handled and shared only on a lawful need-to-know basis. Safeguarding information must be shared when necessary to protect a child; data protection must not be used as a reason to withhold an appropriate safeguarding referral.
- Cooperate with safeguarding investigations, inspections and lawful information requests. Never obstruct, coach witnesses or delete relevant information.

7. Training, suitability and compliance

- Complete induction, safeguarding and other role-specific training, refreshers and supervision as directed; know who the DSL and deputy are and how to contact them.
- Provide accurate recruitment and suitability information and promptly disclose matters that could affect suitability to work with children, subject to applicable law and organisational procedures. Do not work beyond the role or checks authorised for you.
- Comply with relevant statutory requirements, registration conditions where applicable, organisational policies and risk assessments. Managers must ensure staff understand and can implement this Code.

8. Concerns, breaches and accountability

Report suspected breaches promptly to management or the DSL. Managers will assess immediate protective action, record concerns securely, follow fair employment/disciplinary processes and make external referrals where thresholds or legal duties apply. A safeguarding concern is not to be dealt with solely as an internal conduct matter. Any person may contact children’s social care or police directly where necessary.

9. Legislative and regulatory framework

This Code should be applied with the current versions of the Children Act 1989 and 2004; Safeguarding Vulnerable Groups Act 2006; Childcare Act 2006 and applicable Childcare (General Childcare Register) Regulations and registration requirements; Working Together to Safeguard Children (statutory guidance); Equality Act 2010; Health and Safety at Work

etc. Act 1974; UK GDPR and Data Protection Act 2018; and relevant Ofsted childcare registration, inspection and safeguarding requirements. Where the service operates under an Early Years Foundation Stage registration, the applicable statutory EYFS requirements must also be followed. Keeping Children Safe in Education applies directly to schools and colleges and may be relevant when working on their premises or under their arrangements; it is not a substitute for the childcare framework applicable to this provider.

10. Review and staff acknowledgement

Created: February 2022 | Supersedes: May 2024 version | Current version: 4 | Last reviewed: 18 October 2026 | Next scheduled review: 18 October 2027, or earlier following a legislative/regulatory change, serious incident or learning from a concern. The policy owner and DSL will review implementation, feedback and training needs. This policy is subject to management approval and must be checked against the setting's actual Ofsted registration category and local safeguarding partnership procedures before issue.

I confirm I have read, understood and agree to follow this Code and know how to report safeguarding concerns.

Staff name: _____ Signature: _____ Date: _____