# logoBAPP_rgbStaff and Volunteer Code of Practice

The nature of playwork and community work means that it can be unpredictable and there is an element of freedom for both staff and volunteers as there is no curriculum or laid down list of targets. We expect staff and volunteers to be creative, innovative, flexible, adaptable and willing to give anything a go. Whilst doing this there are certain expectations of professional practice to ensure that people have boundaries as well as knowledge to do the best job they can to support children in outcomes related to confidence, practical and life skills and social interaction.

1. Staff and volunteers are expected to work as part of a team at all times, to attend punctually and contribute to the planning and delivery of the programme of activities. This includes good communication, attendance at team meetings and supervision.
2. Staff and volunteers main role is to facilitate and support children at play or Support and facilitate adults to understand their role in play. Staff should be familiar with the first and second assumptions of playwork and work consistently to achieving the balance between freedom and intervention.
3. Staff and volunteers should understand and work within the 7 Best Play objectives for good quality play provision and the expected standards.
4. Staff should advocate for children’s rights and ensure that their voice is heard either through appropriate participation or through speaking on their behalf with their consent. Where attending meetings representing BAPP, staff should ensure the rights of the playing child are considered at all times.
5. Staff and volunteers should dress appropriately for their work, i.e. no low hung trousers (use a belt), low tops or anything with inappropriate language printed on. Not be under the influence of drugs or alcohol, not smoke on the premises especially in front of children and parents or use mobile phones for personal use during opening hours.
6. If you are unable to work due to illness, please contact the office as soon as possible to let us know. You are not required to work where you have experienced diarrhoea and/or vomiting, returning to work after 48 hours.
7. Staff must attend relevant training when offered and to ensure that they are fully aware of their responsibilities and duties whilst working. At other times staff are encouraged to attend other relevant training for which support may be available. Volunteers are encouraged to attend relevant training as it becomes available. Where a volunteer requests to attend a specific training course, they will be supported to do so.
8. Staff and volunteers should remember that they should provide a positive role model for children, young people, parents and the wider community at all times; arriving, whilst working and leaving work. Behaviour should be acceptable and positive including language and attitude, to ensure that a positive and consistent message is portrayed at all times.
9. Staff and volunteers should ensure they work within safeguarding protocols including awareness of cyberbullying and child sexual exploitation at all times. This includes understanding their role in relation to sharing concerns about children’s safety and welfare, about other Staff either within BAPP or Staff from other agencies we work with and familiarity with the Whistle Blowing policy, prevention of Bullying and escalation processes. Standard Inter-agency training should be completed within 3 months of starting for all Senior Practitioners and year round staff.
10. Staff should also be aware of their responsibilities in terms of the Prevent Duty, complete the online training and alert B&NES to any concerns about extremist or radicalisation behaviours as soon as they occur.
11. Staff and volunteers should read and comply with the BAPP Staff Handbook and work to all BAPP policies and procedures as well as Legislation such as the Children Act 2004, Equalities Act and the Care Standards Act 2000. All staff **MUST** read the Handbook and ensure they are familiar with what to do in different situations.
12. All staff and volunteers are expected to attend and contribute to regular team meetings during the course of their employment and at other times dependant on the service. This enables people to feedback on any particular incidents, update everyone on agreed strategies, discuss what resources are needed, planning activities as well as dealing with any issues or problems that have arisen.
13. Where you have concerns about anyone's poor practice, whether internal or external staff, that you are protected under the Public Interest Disclosure Act 2014 which doesn’t include malicious whistle blowing.

**I have read and agree to work within the Code of Practice at all times**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**