



Solar Squad Science

Staff Code of Conduct Policy

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Staff Code of Conduct Policy



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1. Statement of Purpose

Solar Squad Science is committed to maintaining the highest standards of professionalism, safeguarding, welfare, and conduct across all areas of activity delivery.

This Code of Conduct outlines the expectations placed upon all staff, volunteers, contractors, and representatives working on behalf of Solar Squad Science.

The purpose of this policy is to:

- promote safe and professional working practices
- protect children and staff
- support positive behaviour and role modelling
- maintain professional standards
- ensure activities are delivered safely, respectfully, and appropriately

All staff are expected to read, understand, and follow this policy at all times.

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2. Scope of This Policy

This policy applies to:

- directors
- employees
- workshop leaders
- volunteers
- temporary staff
- contractors
- any individual representing Solar Squad Science

This policy applies during:

- workshop delivery
- setup and pack down
- off-site activities
- online communication relating to work
- any activity undertaken on behalf of Solar Squad Science

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3. Professional Standards

Staff are expected to:

- act professionally at all times
- behave honestly and with integrity
- maintain appropriate standards of conduct
- act as positive role models for children
- follow organisational policies and procedures
- work cooperatively with partner providers and colleagues
- maintain punctuality and reliability
- uphold the reputation of Solar Squad Science

Staff should conduct themselves in a manner that promotes:

- safety
- respect
- inclusion
- professionalism
- positive learning experiences

4. Safeguarding Responsibilities

Safeguarding is everyone's responsibility. All staff must:

- prioritise the welfare of children
- follow safeguarding procedures at all times
- maintain appropriate professional boundaries
- report safeguarding concerns immediately
- cooperate with safeguarding investigations where required
- follow the Safeguarding & Child Protection Policy

Staff working in regulated activity are expected to hold appropriate Enhanced DBS clearance and failure to report safeguarding concerns may be treated as a serious disciplinary matter.

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5. Professional Boundaries

Staff must maintain clear and appropriate professional boundaries with children at all times.

Staff must not:

- develop inappropriate relationships with children
- exchange personal contact details with children
- communicate privately with children outside professional settings
- show favouritism
- engage in inappropriate discussions or behaviour
- meet children outside authorised activities

Staff should avoid situations where they are alone with a child wherever reasonably possible and any unavoidable one-to-one situations should remain observable and justifiable.

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6. Communication and Language

Staff are expected to communicate respectfully and appropriately at all times.

Staff must:

- use age-appropriate language
- remain calm and professional
- listen respectfully
- communicate clearly and safely

Staff must not:

- use offensive or discriminatory language
- shout aggressively
- humiliate or ridicule children
- use threatening behaviour
- engage in inappropriate jokes or discussions

Positive communication and encouragement should be used wherever possible.

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7. Behaviour Towards Children

Staff are expected to:

- treat children fairly and respectfully
- encourage participation and confidence
- promote positive behaviour
- provide safe supervision
- create an inclusive environment

Staff must not:

- use corporal punishment
- use intimidation or humiliation
- use excessive discipline
- deliberately exclude children unfairly
- engage in rough or unsafe behaviour

All behaviour management should follow the Behaviour Management Policy.

8. Equality, Inclusion and Respect

Solar Squad Science is committed to providing an inclusive environment free from discrimination, bullying, harassment, or victimisation.

Staff are expected to:

- respect diversity
- promote inclusion
- challenge discriminatory behaviour appropriately
- support equal participation opportunities

Discrimination or harassment of any kind may result in disciplinary action.

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9. Physical Contact and Intervention

Physical contact should:

- be appropriate
- be necessary
- be proportionate
- prioritise dignity and safety

Staff should avoid unnecessary physical contact wherever possible.

Physical intervention must only be used:

- as a last resort
- to prevent harm or injury
- in line with safeguarding and behaviour procedures

Corporal punishment is strictly prohibited.

Any incident involving physical intervention should be reported appropriately.

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10. Health and Safety Responsibilities

Staff are expected to:

- follow health and safety procedures
- use equipment safely
- report hazards promptly
- cooperate with risk assessments
- maintain safe working practices

Staff delivering STEM activities are expected to receive appropriate instruction and guidance relating to:

- safe laboratory practice
- safe handling of equipment and materials
- activity-specific hazards
- chemical safety where applicable
- safe demonstration techniques
- emergency procedures

Staff must not:

- intentionally misuse equipment
- ignore safety instructions
- undertake unsafe practices
- work beyond their level of competence

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11. Online Safety and Social Media

Staff must use social media responsibly and professionally.

Staff must not:

- post inappropriate content relating to children or activities
- share confidential information
- communicate privately with children via personal accounts
- damage the reputation of Solar Squad Science online

Photographs or media relating to activities must only be shared in accordance with organisational procedures and provider permissions.

12. Photography and Confidentiality

Staff must respect confidentiality at all times.

Information relating to:

- children
- families
- safeguarding concerns
- medical information
- partner organisations

must be handled appropriately and shared only where necessary.

Photographs or recordings must not be taken using personal devices unless explicitly authorised.

All image use must comply with provider permissions and safeguarding procedures.

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13. Dress and Presentation

Staff are expected to present themselves professionally and appropriately for activity delivery.

Clothing should:

- be practical and safe
- be suitable for working with children
- avoid inappropriate slogans or imagery
- support safe participation in activities

Appropriate hygiene and personal presentation are expected at all times.

14. Drugs, Alcohol and Smoking

Staff must not:

- attend work under the influence of drugs or alcohol
- consume alcohol during activities
- misuse substances during working hours
- smoke or vape in prohibited areas or around children

Any prescribed medication that may affect safe working should be disclosed appropriately where relevant.

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15. Use of Mobile Phones

Mobile phones should be used responsibly during all Solar Squad Science activities.

Staff should:

- minimise personal phone use during sessions
- prioritise supervision and engagement at all times
- follow safeguarding procedures regarding any device use

Mobile phones must not be used:

- in toilets or changing areas
- to photograph or record children without appropriate authorisation by the DSL
- in ways that compromise supervision or professionalism
- within sight of children during sessions unless explicit permission has been given by the DSL for a specific operational reason (e.g. emergency, safeguarding requirement, or activity-related necessity)

Any authorised use must be:

- justified
- proportionate
- recorded where appropriate
- carried out in line with safeguarding expectations

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16. Whistleblowing and Reporting Concerns

Staff are encouraged to report:

- safeguarding concerns
- unsafe practices
- misconduct
- policy breaches
- inappropriate behaviour

Concerns should be reported promptly to a director or designated safeguarding lead (DSL).

Individuals raising genuine concerns in good faith will be supported appropriately.

17. Breaches of Conduct

Failure to follow this Code of Conduct may result in:

- informal guidance
- formal disciplinary procedures
- removal from activities
- safeguarding referrals
- termination of employment or engagement

Serious breaches may be reported to:

- safeguarding authorities
- local authorities
- DBS
- police or relevant agencies where necessary

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18. Review of Policy

This policy will be reviewed annually or sooner where necessary to reflect:

- safeguarding updates
- legislative changes
- operational developments
- lessons learned from incidents

Contact Information

General Enquiries

- Email: hello@solarsquadscience.co.uk

Designated Safeguarding Lead (DSL)

- Email: kamron@solarsquadscience.co.uk
- Phone: 07508237386

