



Growing Futures Staff Policy



Version	1.0
Date Updated	1st June 2024
Date to be reviewed	1st June 2025
Owner	Daniel Stockton

Date	Amendments made	Updated by



Growing Futures Staff Policy

1. Introduction

Growing Futures is committed to fostering an environment of growth, collaboration, and professionalism. This policy outlines the expectations and guidelines for all staff members to ensure a productive and harmonious workplace. All staff are expected to adhere to these policies at all times.

2. Code of Conduct

Respect and Professionalism: All staff must treat colleagues, clients, and partners with respect and courtesy. Harassment, discrimination, or bullying in any form will not be tolerated.

Integrity: Honesty and integrity are fundamental to our operations. Staff are expected to act ethically and uphold the highest standards of conduct.

Confidentiality: Information pertaining to the company, its clients, or its partners must be kept confidential and should not be disclosed without proper authorisation.

3. Workplace Safety

Health and Safety: Staff must comply with all health and safety regulations and report any hazards or incidents immediately.

First Aid Qualification: All staff must hold an in-date first aid qualification and provide proof of certification upon request.

Risk Assessments: Staff must read and understand all necessary risk assessments prior to commencing work.



Emergency Procedures: Familiarity with emergency procedures, including fire drills and evacuation plans, is mandatory for all staff members.

4. Employment Practices

Self-Employment: All staff work on a self-employed basis and are responsible for their own taxes and insurance.

Invoicing and Payment: Staff must invoice Growing Futures for all work completed. Payment will be made on a fortnightly basis, with prices agreed upon prior to the commencement of work.

Equal Opportunity: Growing Futures is committed to providing equal opportunities regardless of race, colour, religion, gender, national origin, age, disability, or any other protected status.

5. Work Hours and Attendance

Punctuality: Staff are expected to be punctual and adhere to their scheduled work hours.

Attendance: Regular attendance is essential. In the case of absence, staff must inform their supervisor as soon as possible.

6. Use of Company Resources

Responsible Use: Company resources, including equipment and office supplies, should be used responsibly and primarily for work-related purposes.

Property Care: Staff are expected to take care of company property and report any damage or loss immediately.

7. Communication



Open Communication: We value open and transparent communication. Staff should feel free to express their ideas, concerns, and feedback to their supervisors or through designated channels.

Email and Social Media: Use of company email and social media should be professional and appropriate. Staff should not engage in any activity that could harm the company's reputation.

8. Conflict of Interest

Disclosure: Any potential conflict of interest must be disclosed to management immediately.

Avoidance: Staff should avoid situations where personal interests could conflict with their professional responsibilities.

9. Uniform and Appearance

Uniform: Uniforms will be provided by Growing Futures and must be worn during all working hours. Staff are expected to maintain their uniforms in a clean and professional condition.

Professional Attire: Staff are expected to present themselves in a professional manner that reflects the nature of our business.

10. Vehicle Insurance

Business Insurance: All staff must hold valid vehicle business insurance and provide proof upon request. This is essential for any work that involves traveling as part of job duties.

11. Safeguarding

11.1 Reporting Concerns:

All safeguarding concerns must be shared with the designated



safeguarding lead (DSL), Dan Stockton, at the earliest opportunity. In cases where the DSL is unavailable, concerns must be escalated to external safeguarding authority as per the Child Protection Policy.

11.2 Responding to Disclosures:

Staff must:

Listen calmly and attentively to any child disclosing a concern.

Avoid leading questions or promises of confidentiality.

Record the disclosure verbatim as soon as possible and report it to the DSL immediately.

11.3 Preventing Abuse Allegations:

Staff should:

As much as possible use open, observable spaces for one-on-one interactions.

Maintain professional boundaries in all interactions, including digital communications.

Refrain from physical contact unless necessary (e.g., first aid or preventing harm), and document such incidents.

11.4 Training Requirements:

All staff must:

Complete annual safeguarding training, including updates on the latest guidance from Keeping Children Safe in Education (KCSIE).

Be familiar with the Child Protection Policy and the specific safeguarding needs of children under their care.

12. Daily Reporting



End of Day Session: All staff are expected to complete an end-of-day session report and return this to Dan Stockton on the same day of provision.

13. Equipment and Emergency Preparedness

Mobile Phones: Staff must carry a mobile phone and have access to emergency contact details at all times.

Quality First Kit: Staff must carry a Quality First Kit at all times during work hours.

14. Amendments

Policy Changes: This policy may be amended from time to time as deemed necessary by the management. Staff will be informed of any changes in a timely manner.

15. Whistleblowing

15.1 Purpose:

Growing Futures is committed to creating an open culture where staff feel confident reporting concerns about unsafe practices or misconduct.

15.2 Reporting Process:

Staff should report concerns directly to Dan Stockton. If the issue involves Dan Stockton, reports can be made to an external authority (e.g., The LADO).

15.3 Protection for Whistleblowers:

Staff who report concerns in good faith will be protected from retaliation or adverse consequences.

16. Acknowledgment



Agreement: All staff are made aware of this policy and have the responsibility to read & understand each point within. The policy is made available on Growing Futures Website and is emailed to all staff prior to commencing any work.