



## **Code of Conduct**

### **Professional Behaviour**

- Arrive on time and be ready to begin work at the scheduled start time.
- Dress appropriately and follow the Time4Sport dress code.
- Always follow the instructions of your supervisor or designated staff members.
- Maintain a positive attitude and show enthusiasm for learning.
- Mobile phones are not to be used due to safeguarding of children.
- Be a positive role model.

### **Child Safety and Welfare**

- Always prioritise the safety and well-being of children.
- Never be alone with a child—always remain in view of staff.
- Do not engage in physical punishment, shouting, or any inappropriate behaviour.
- Immediately report any concerns about a child's well-being to your supervisor.

### **Respect and Inclusion**

- Treat all children, staff, and parents with respect and kindness.
- Be inclusive and supportive of all children, regardless of background, ability, or needs.
- Avoid using inappropriate language, gestures, or behaviour.

### **Confidentiality**

- Do not discuss children, families, or staff outside of the setting.
- Keep any information you learn during your placement strictly confidential.
- Never post pictures or details about the setting on social media.

### **Engagement and Participation**

- Take part in activities when appropriate and under supervision.
- Ask questions and seek guidance when unsure about a task or responsibility.
- Listen carefully during briefings and follow health and safety instructions.

### **Boundaries**

- Maintain appropriate boundaries with children—no rough play, favouritism, or physical contact unless necessary and permitted.
- Do not use personal phones or devices during working hours unless authorised.

## Health and Safety

- Follow all health and safety guidelines.
- Report any hazards or accidents to a member of staff immediately.
- Read, understand and follow all policies and procedures.

## Feedback and Improvement

- Be open to feedback and use it as a chance to improve and grow.
- Reflect on your experience and demonstrate a willingness to learn.

## Follow the Time4Sport World Class Basics

**time4sport World Class Basics**

 <b>BE ON TIME</b>	 MAINTAIN A GREAT ATTITUDE
 <b>BE A TEAM PLAYER</b>	 HAVE PASSION
 <b>PUT IN EFFORT</b>	 BE COACHABLE
 <b>SHOW POSITIVE BODY LANGUAGE</b>	 GO THE EXTRA MILE
 <b>BRING POSITIVE ENERGY</b>	 BE PREPARED

**time4toddlers** **time4wellbeing** **time4wraparound**

Name:

Signature:

Date: