

## CODE OF CONDUCT



### **PURPOSE**

The Code of Conduct policy outlines the standards of behaviour and professional practice expected of all individuals working on behalf of JTS HOLIDAY CAMPS. It serves to uphold a safe, respectful, and supportive environment for children, families, and colleagues across all settings. Grounded in the organisation's core values:

- Adaptability
- Honesty
- Nurture
- Safety & Respect
- Positive Relationships
- Empowerment

This policy establishes clear expectations for maintaining professional boundaries, promoting well-being, and ensuring ethical and responsible conduct at all times.

An illustration at the top of the page shows several children in a park-like setting. One child is on a bicycle, another is jumping rope, and others are standing around. The background is a light blue sky with soft clouds.

## **MONITORING & REVIEW**

This policy will be reviewed on an annual basis, or earlier if changes in legislation, guidance, or organisational procedures require it. All team members will be introduced to this policy during their induction and will receive regular updates and training whenever any revisions are made.

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### **1. Professionalism & Integrity**

All individuals working on behalf of JTS Holiday Camps are expected to uphold the highest standards of honesty in their actions and communications. Maintaining a professional demeanour is essential, serving as a positive role model for both children and colleagues. It is vital to establish and respect appropriate professional boundaries with children, families, and team members, ensuring interactions are always appropriate, respectful, and in line with the organisation's values.

### **2. Safe & Respectful Environment**

The safety and well-being of children and all members of JTS Holiday Camps must be the highest priority. It is essential to foster a culture rooted in respect, where every individual feels valued, safe, and heard. Under no circumstances should anyone engage in behaviour that could be perceived as inappropriate, harmful, or exploitative. Maintaining clear boundaries and being alert to any risks or concerns are fundamental responsibilities of all staff and representatives.

### **3. Positive & Supportive Relationships**

Building positive, trusting relationships with children, parents, and colleagues is a key expectation. This should be achieved through open, professional, and respectful communication at all times. Nurturing support should be offered while maintaining the integrity of professional boundaries. Individuals are encouraged to empower children by promoting independence and offering guidance without crossing lines into personal involvement or dependency.

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The background of the page features a colorful, stylized illustration of children playing. In the upper half, several children are depicted in various poses of movement, such as jumping and running. They are wearing bright, casual clothing like t-shirts, tank tops, and shorts. The lower half of the page has a large, faint, yellow text overlay that reads "PLAY, LEARN, AND GROW".

#### **4. Adaptability & Continuous Growth**

Adaptability is essential in the dynamic environments JTS Holiday Camps operates in. Individuals should embrace change, remain open to feedback, and continuously seek opportunities for learning and professional development. A commitment to growth ensures that each person upholds the highest standards in their work and remains responsive to the evolving needs of the children and communities they support.

#### **5. Confidentiality & Ethical Responsibility**

Everyone associated with JTS Holiday Camps must respect the privacy of children, families, and colleagues. Information should only be shared when it is appropriate, necessary, and in accordance with safeguarding or legal requirements. Any concerns, suspicions, or misconduct must be reported promptly and responsibly, following the correct safeguarding procedures and ethical guidelines. Acting with integrity ensures the trust placed in the organisation is never compromised.

#### **6. Expectations While Conducting Services**

While delivering any service on behalf of JTS Holiday Camps - whether in schools, community organisations, or other external settings - team members are expected to consistently uphold the values and standards outlined in this Code of Conduct. This includes demonstrating professionalism, integrity, high personal standards, and a commitment to making a meaningful and lasting impact.

Team members must arrive on time, fully prepared, and ready to engage. Punctuality is a basic but essential expectation, as it demonstrates respect for the setting, the children, and colleagues, and ensures that services are delivered without disruption. Each individual is responsible for being clear on what service they are delivering and how they intend to deliver it in a structured, professional, and progressive way that maximises the benefit for the children. For example, when delivering a PE curriculum session, team members are expected to have a clear, well-

A background illustration of children playing outdoors. In the foreground, a girl in a blue dress is jumping or dancing. To her left, a boy in a blue shirt and dark pants is also jumping. In the background, other children are visible, including a girl in a purple shirt and a boy in a red shirt. The scene is set on a light blue ground with some greenery and a yellow sky.

thought-out lesson plan with defined learning outcomes, following the structure set out by JTS Holiday Camps.

Maintaining high personal and professional standards is essential. This includes dressing appropriately for the environment, using respectful and professional language, and adopting a positive, supportive, and proactive attitude at all times. As representatives of JTS Holiday Camps, all team members must take ownership of the space they work in, demonstrating care, attentiveness, and accountability in their behaviour, presentation, and communication.

Team members are expected to actively engage in the service they are delivering at all times. Although we recognise that building rapport with staff through appropriate and meaningful conversation is important for child development and collaborative working, general chit-chat or disengaged behaviour is not acceptable. Sitting down while coaching, watching passively, or taking a lazy approach is contrary to the ethos and expectations of The SJA Family. Active involvement, energy, and enthusiasm are essential for delivering quality experiences and achieving positive outcomes for children.

Integrity should underpin all actions and decisions. Team members are expected to honour commitments, address challenges transparently, and communicate proactively with senior colleagues if issues arise. By modelling high standards of professionalism, safety, respect, and support, every individual plays a vital role in maintaining the reputation and impact of JTS Holiday Camps .

## **7. Policy Alignment Statement**

While team members of JTS Holiday Camps are working on location at partner organisations or schools, they are required to adhere to the policies and procedures of the host organisation in conjunction with The JTS Holiday Camps's own policies. Where discrepancies arise, team members must seek guidance to ensure compliance with both sets of policies and maintain professional standards.