



**Title: ALL STAR ACADEMY INC (ASA)
INCLUDES WHITEHALL KIDS ACADEMY
(WKA) CODE OF CONDUCT**

Page 1

Date Policy Originated: 10/04/2023

**Date
Approved By**

Most Recent Revisions:

PURPOSE

This Code of Conduct Policy aims to ensure a safe, respectful, and nurturing environment for children, families, and staff at All Star Academy (ASA) and Whitehall Kids Academy (WKA). All employees are expected to uphold the highest standards of professionalism and integrity in their conduct, both within the center and in their personal lives.

SCOPE

This policy applies to all employees, volunteers, and contractors associated with ASA and WKA.

POLICY

1. Professionalism
 - Respect and Dignity: Treat all children, families, and colleagues with respect and dignity. Foster an inclusive environment that embraces diversity.
 - Communication: Use professional language and communication methods when interacting with children, parents, and colleagues. Be mindful of your tone and body language.
2. Child Safety and Welfare
 - Child Protection: Prioritize the safety and well-being of all children in your care. Report any concerns regarding child safety or suspected abuse to the appropriate authorities immediately.
 - Supervision: Always ensure active supervision of children and adhere to established safety protocols. Active supervision means to be fully engaged and to be attentive to the children in your care to ensure their safety. This involves more than just being physically present, it requires being actively involved in monitoring their activities, anticipating potential hazards and providing guidance or intervention as needed.
3. Conduct Outside of Work
 - Representation: Understand that your actions outside of work can reflect on ASA & WKA. Conduct yourself in a manner that upholds the values and reputation of the center.
 - Personal Conduct: Avoid engaging in behavior that could negatively impact your ability to perform your duties or harm the reputation of the center including illegal activities or behavior that contradicts the center's core values.
4. Social Media Use



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- Professional Boundaries: Maintain clear boundaries between your personal and professional life on social media. Do not accept former families as friends on our social media business accounts, for example All Star Academy Facebook or Instagram.
 - Confidentiality: Never share any information about children, families, or staff from ASA & WKA on your personal social media. This includes images, names or any identifying information.
 - Positive Representation: When discussing ASA or WKA on your personal social media, share positive experiences and information that reflect the center’s values. Avoid negative comments or criticisms about the center, staff, or families.
 - Privacy Settings: Regularly review your privacy settings on social media platforms to ensure that your personal information is secure and that you are controlling what you share publicly.
5. Conflict Resolution
- Addressing Issues: If you encounter conflicts or concerns, address them professionally and directly with the parties involved or see guidance from your director. Avoid discussing issues publicly or on social media.
6. Compliance and Accountability
- Adherence to Policy: All employees are expected to comply with the Code of Conduct Policy. Violations may result in disciplinary action, up to and including termination of employment.
 - Reporting Violations: Staff are encouraged to report any violations of this policy to a director or the management team without any fear of retaliation.
7. Acknowledgement

By Signing below, I acknowledge that I have read, understood, and agree to abide by the All Star Academy LLC and Whitehall Kis Academy Code of Conduct Policy.

Employee Name _____

Signature: _____

Date: _____