



R.T.S recruitment

# R.T.S Temporary Worker Behaviour Management Agreement

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**Approved by:** Darren Bryson & Nathan Schall – Directors

## **R.T.S Recruitment Temporary Worker Behaviour Management Policy.**

At R.T.S Recruitment we strive to provide our clients with high-quality workers who deliver exceptional performance. To maintain these standards, it is essential that all workers adhere to the following guidelines during every assignment. Your professionalism reflects both on you and R.T.S. Recruitment, so it's crucial to uphold these values at all times.

- You are expected to dress appropriately for the work environment. Clothing should be professional and not cause distraction or offense. Avoid outfits that could be seen as overly revealing, inappropriate, or unprofessional. Your attire should always reflect the high standards of both R.T.S. Recruitment and the client.
- Always treat everyone you encounter with dignity and respect, regardless of their culture, race, gender, disability, religious beliefs, or sexual orientation. Your personal opinions should remain private and not influence your professional interactions. It's important to maintain an inclusive and non-discriminatory environment.
- Conduct yourself with professionalism and be aware of how your actions may be perceived. Avoid any behaviour that could be seen as compromising your professionalism, even if well-intended. It is important to remain vigilant and avoid placing yourself or others in potentially vulnerable or questionable situations.
- Before starting any assignment, review the workplace's key policies, including those related to safeguarding, behaviour management, and health and safety. These policies may be available online or provided upon arrival. Ensure that your actions align with the client's procedures to maintain a consistent and professional approach to your work.
- Your top priority when working with children, young people, or vulnerable individuals is their safety and well-being. If you witness or suspect any safeguarding or child protection concerns, report them immediately to the designated safeguarding lead at the organization and notify your R.T.S. Recruitment contact. Your vigilance helps protect those in your care.
- Throughout your assignment, maintain clear communication with staff and management. Ensure they are aware of your whereabouts and tasks at all times to promote accountability and foster effective teamwork. If any issues or concerns arise during your shift, inform both the client and your R.T.S. Recruitment representative promptly.
- Maintain strict professional boundaries with those you work with, especially children and vulnerable individuals. Under no circumstances should you share personal contact details, including your phone number or social media information, with anyone at the workplace. Maintaining these boundaries is critical for both your safety and professionalism.

- Refrain from initiating or engaging in any physical contact with children or young people unless there is a clear and immediate risk to their safety. Even seemingly innocent gestures, such as a pat on the back, can be easily misinterpreted. Always consult the organization's behaviour policies for guidance on how to handle specific situations involving physical interaction.
- The use of mobile phones on school premises is subject to the schools guidance and code of conduct. Staff must adhere to the schools guidance on mobile phones at all times
- All workers must read R.T.S. Recruitments 'Social media policy'. You acknowledge the risks that social media poses, and agree to take all reasonable steps and preventative measures to ensure any personal social accounts are set to 'private'.
- By adhering to this Code of Conduct, you contribute to maintaining the high professional standards expected by R.T.S. Recruitment and our clients. Your actions and behaviour should always reflect positively on both yourself and the organizations you work with, ensuring a consistent level of excellence across all assignments.

At all times, we strive to maintain a positive and inclusive working environment. All staff members are expected to adhere to our code of conduct, which promotes professionalism, effective communication, and appropriate behaviour. Here are some key points to keep in mind:

- ✚ **Communication:** Email will be the preferred method of communication, and all official documents and notices will be sent via email. It is important that staff members check their email to stay updated on important information. Some schools may have additional or alternative communication system, which will be included in the [School specific brief](#).
- ✚ **Professionalism:** We expect all staff members to demonstrate a high level of professionalism in their conduct. This includes:
  - Treating colleagues, students, and clients with respect and courtesy
  - Maintaining a positive and cooperative attitude
  - Adhering to all RTS and client policies, procedures, and regulations
  - Dressing appropriately
  - Being **punctual** and **prepared** for work responsibilities
- ✚ **Safeguarding:** As a recruitment agency focused on the education sector, safeguarding is of utmost importance. All staff members should be diligent in their adherence to safeguarding policies and procedures and read the relevant guidance to ensure the safety and welfare of students, staff, and most importantly....**Yourself!**

***Your safety and wellbeing is priority number 1. Remember, our collective efforts create a supportive and nurturing environment for both staff and students. Upholding these standards, we can continue to provide the best staff in the city. If you have any questions get in touch..." The only wrong question is the one you didn't ask"***