



# Our Code of Conduct

## INTRODUCTION

This code of conduct (the **Code**) sets out the Stretch-n-Grows expectations of its franchisees and coaches.

It is essential for good practice and reputation of the Stretch-n-Grow programme that both the Franchisees and coaches maintain high standards in their roles when representing the Stretch-n-Grow brand.

The Franchisees and Coaches should bear in mind the public nature and responsibilities of their role and that even when they consider themselves to be in their private capacity they may still be viewed as a representative or ambassador of Stretch-n-Grow.

Franchisee's and Coaches at all times must be aware of their safeguarding responsibilities and raise any concerns immediately in accordance with our Safeguarding Policy.

## GENERAL OBLIGATIONS

Stretch-n-Grow Franchisee and Coaches should at all times:

- act solely in the best interests of Stretch-n-Grow, acting within the law and abiding by the policies and procedures set out in the Stretch-n-Grow Operations Manual.

- support the charitable objects and the mission of the Stretch-n-Grow programme;

- be active, making their skills, experience, knowledge and time available to grow and develop the business, when requested, contributing additional time to the business of Stretch-n-Grow, attending Nursery and School events. Attending lesson observation for coach appraisals and meeting with coaches on a regular basis;

- behave with due courtesy and respect to all settings and staff, sharing any concerns

- respect their duties as to confidentiality, GDPR, Safeguarding;

## CONFIDENTIALITY

The Franchisee /Coach must not disclose any confidential information which they have been given in their capacity as Franchisee/Coach, other than for a proper authorised purpose or if required to do so by law.

Franchisees and coaches must take appropriate steps to ensure that confidential information is stored securely. ( Data Protection Policy ) If in doubt about the confidential nature of any information, the coach should contact the franchisee in the first instance.

If a Franchisee becomes aware of a breach of confidentiality they must immediately notify the Stretch-n-Grow Director/ Data Commissioner.



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### **MANAGING INTERESTS**

The Franchisee / Coach must be aware of all Stretch-n-Grow Policies and abide by the Anti-Bribery and Corruption Policy : Must not accept gifts, hospitality, or benefits which might be seen to compromise their role, or influence the decisions they take.

### **TRAINING AND PERFORMANCE REVIEW**

Each Franchisee must adhere to the protocol laid down in the Operations Manual, with general business management and with regard to recruitment and training of coaches, coach development, training and appraisals. (Coach Manual).

POLICY OWNER	Stretch-n-Grow
POLICY IMPLEMENTATION & REVIEW	Deno Davie
	Operations Director
POLICY REVIEW	ANNUAL