

Code of behaviour for staff and volunteers working with children and young people (CYP)

Version No:	2
Date approved by the Connected Together Community Interest Company (CTCIC) board	May 2018
Responsible person	Mary Clarke
Next revision due	May 2020
Staff/volunteer training delivered	Included in staff and volunteer induction
	This policy covers Connected Together Community Interest Company (CTCIC) and all its organisations/contracts (for example Healthwatch Northamptonshire and Healthwatch Rutland).

1. Introduction

This Code of Behaviour must be used in conjunction with CTCIC's Safeguarding Policies and Procedures.

Every member of staff and volunteer who works with, or provides support or services to children and young people (CYP) needs to be aware of their role and responsibilities and have clear guidelines under which to operate. One way of achieving this is to have a Code of Behaviour, which clarifies what is acceptable and what is not acceptable. All staff and volunteers who work with or provide support or services to CYP, whether on a regular unsupervised or occasionally supervised basis will be required to sign a copy of the Code of Behaviour to confirm that they have received it and understand their responsibilities under it.

All signed agreements and Codes of Behaviour will be stored securely by the company for a period of five years following the termination of employment or volunteer relationship.

Principles underpinning the Code of Behaviour

- everyone is treated with respect
- the best interests of the CYP are paramount over any other concern.
- our environment must be such that CYP feel safe and valued
- adults should be sensitive to child protection issues in all that they say and do
- all staff and volunteers should protect CTCIC reputation by following these procedures at all times
- The Code of Behaviour guidelines below should be followed at all times

Breaches to the code of behaviour

- no infraction of the Safeguarding Policies and Procedures will be tolerated
- breaches of this Code will be dealt with through Connected Together's disciplinary procedures for staff and volunteers

CODE OF BEHAVIOUR

No member of staff or volunteer will physically, sexually or emotionally abuse or neglect a child or young person and the following guidelines should be followed at all times. This covers, where relevant, online/social media activities:

Do:

1. respect a child or young person's right to personal privacy
2. take seriously all allegations made by CYP and act on suspicions immediately in accordance with this policy
3. encourage CYP to approach an independent person to discuss any problems they may be having
4. provide access for CYP to talk to others about any concerns
5. abide by CTCIC's policies and guidelines at all times
6. encourage CYP and adults/carers to feel comfortable and caring enough to point out attitudes or behaviour they do not like, or are concerned about
7. remember that someone else might misinterpret your actions, no matter how well intentioned
8. recognise that caution is required, especially in sensitive moments such as counselling, dealing with bullying, bereavement or abuse
9. plan activities so that they involve more than one person being present, or at least in sight or hearing of others
10. maintain the confidential information of the organisation, its managed organisations, such as Healthwatch Northamptonshire and Healthwatch Rutland and of its clients

Do not:

11. contact CYP outside the project or activity, or swap correspondence or personal contact details
12. permit abusive youth peer activities like initiation ceremonies or bullying
13. allow or engage in inappropriate language, suggestive remarks, gestures or touching of a kind that could be misunderstood
14. do things of a personal nature that CYP can do for themselves (e.g. dressing)
15. allow yourself to be drawn into inappropriate attention seeking behaviour, such as tantrums or crushes
16. exaggerate or trivialise CYP abuse issues
17. deter a child or young person from making allegations through fear of not being believed

18. allow yourself to be left alone with a child or young person at any time
19. take pictures of CYP in a state of undress particularly in changing rooms, bedrooms, or in the swimming pool

ALWAYS immediately share concerns on any of these matters with your line manager/safeguarding lead, or if not contactable, Social Services.

Declaration

I understand CTCIC's Safeguarding Policies and Procedures, and will abide by those and this Code of Conduct. I understand that this signed document will be stored securely by the company for a period of five years following the termination of employment or volunteer role.

Signed:

Print:

Date: