

C. 9 Code of Conduct

for staff and volunteers working with children, young people and adults at risk

A.1.1 Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers). The code of conduct aims to help protect children, young people and adults at risk from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

A.1.2 The role of workers (staff and volunteers)

When working with children and young people or adults at risk, you are acting in a position of trust on behalf of the AM. You will be seen as a role model and must act appropriately.

A.1.3 Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the Safeguarding Coordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action.
- Avoid becoming directly involved in personal finances unless there are guidelines in place.

A.1.4 Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way

- Passing on your personal and/or social media contact details and any social media contact that breaches the *Practice guidelines for working safely with children and young people*.
- Engaging in any behaviour which might allow a sexual relationship to develop with a person in a position of trust, for as long as the relationship of trust continues. All adults working with children, young people and adults at risk are considered to be in positions of trust
- Smoking in the presence of children or young people, and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

A.1.5 Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave the event or organisation. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

A.1.6 Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date: