

## **5.0 Code of Behaviour and Conduct**

### **Purpose**

This behaviour code outlines the conduct that the Lloyd Park Children's Charity expects from all our staff and volunteers. This includes trustees, agency staff, apprentices, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse. It has been informed by the views of children and young people.

The Lloyd Park Children's Charity is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

As staff and volunteers within our Charity you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

### **The role of Staff and Volunteers**

In your role at The Lloyd Park Children's Charity, you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

### **Responsibility**

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
  - ensuring equipment is used safely and for its intended purpose unless an appropriate risk assessment has been carried out and approved.
  - having good awareness of safeguarding and child protection and taking action when appropriate.
- understanding and following our values, policies and procedures

- including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- providing adequate supervision of children in our care at all times, including:
  - positioning
  - vigilance
  - knowledge of the environment and ongoing risk assessments
  - effectively communicating with leaders and colleagues when your role means you are unable to provide adequate supervision, for example, when dealing with accidents and first aid
  - being child centred and always prioritising the safety and well-being of children.
  - ensuring children are usually within sight and hearing of staff and always within sight or hearing.
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to one of the lead designated team members.
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
  - this includes behaviour being displayed by an adult or child and directed at anybody of any age.

## **Respecting children and young people**

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible
  - if you need to break confidentiality, in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.
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## **Diversity and inclusion** You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

## Appropriate Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity or service you are involved in
- ensure that there is more than one adult present during activities with children and young people
  - if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- Only provide personal care if this is part of your role and you have been trained to do this safely, or in the case of an emergency, and make sure there is more than one adult present if possible.

Avoid conflicts of interest. This can be described as – A situation that has the potential to undermine the impartiality of a person because of the possibility

## Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke on the premises, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
  - including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- use personal electronic devices within prohibited areas
- use, nor allow the use of, The Lloyd Park Children's Charity's property, resources, or funds, other than authorised purposes.
- Generally, you should not give children presents or personal items. The exceptions to this are our support to families and children in need. Gifts of this nature should come from the organisation, normally through our Baby Bank procedures.

## Upholding this code of behaviour and conduct

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures which may result in, being dismissed from The Lloyd Park Children's Charity. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to a member of the Designated Safeguarding Lead team. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Policy Name	Code of Behaviour and Conduct
Version Number	V4
This policy was developed by	The Safeguarding Team Governance and Accountability Sub Group
These people were consulted/ involved in developing the policy	Independent Safeguarding Service NSPCC Policy
This Policy was adopted by	Governance and Accountability Sub Group
Date	September 2023
Signed	<i>Bisi Oyekanmi</i>
Name	Bisi Oyekanmi
Role	Chairperson
Next Review Date	September 2024