Many organisations will have professional ethics that they will work to, for organisations where there are no professional guidelines available, the code of conduct ensures that workers and volunteers are clear about how they should conduct themselves when working with children and young people.

This code of conduct is principally designed to safeguard child and young people involved in any activity, but will help you by identifying required standard of behaviour as you carry out your role as a worker or volunteer. Following this code of conduct will reduce the likelihood of any misconceptions of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

* DO treat all of those involved equally with respect and dignity – offensive discriminatory or aggressive behaviour will not be tolerated.
* DO understand your role in any policies and procedures e.g. child protection/safeguarding, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises.
* DO co-operate fully with other volunteers or professionals.
* DO consistently display high standards of behaviour and appearance.
* DO show respect for your peers and participants, and treat them how you would want to be treated yourself.
* DO understand that inappropriate behaviour will be followed up by the Designated Safeguarding Lead in consultation with the Local Authority Designated Officer.
* Do act as a role model for other young people, your behaviour may influence others.
* DO ensure that permission is sought from parents for any photographs or videos that identify children or young people. These may only be captured using the playgroups equipment.
* DO remember that your behaviour towards participants to whom you are in a position of trust should reflect your role, and sexual relationships with anyone under the age of 18 in your care will be treated as an abuse of trust and dealt with through the disciplinary procedures.
* DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to your Designated Safeguarding Lead.

There are a number of things that you must ensure do not happen whilst you are working or volunteering in this organisation.

* Never spend time alone with children out of sight of others – if changing children’s clothes or a nappy you should keep the door open – this also protects you!
* Never take or drop off a child alone unless you are following agreed procedures and have safeguards in place.
* Never take a child home – unless you have a signed arrangement with a parent.
* Never engage in rough, physical or sexual provocative games.
* Never allow or engage in any form of inappropriate touching or physical abuse.
* Do not take art in or tolerate behaviour that frightens, embarrasses or demoralises a child or young person or affects their self-esteem.
* Never make sexual suggestive comments to a child, even in fun.
* Do not allow allegations made by a child to go unchallenged, unrecorded or ignored.
* Never make a child cry as a form of control.
* Do not do things of a personal nature for children or vunerable adults that they can do for themselves.
* Do not contact children individually via Facebook or any other social media including mobile phones.
* Don’t make promises that you cannot keep. All allegations or disclosures on child protection/safeguarding issues must be reported on.
* Avoid favouritism and special friendships.
* Do not take pictures of the young people using personal equipment. Any Facebook photos uploaded from a mobile phone must not be able to identify the children.

This code of conduct protects the children and young people we work with, you as a worker or volunteer and the organisation, by reducing the risk of anyone working with us, using their role to access children to cause harm.

It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made.

Any breach of conduct may lead to disciplinary action being taken.

Serious breached may result in a referral to Police, Social Services or the Local Authority Designated Lead (LADO).

All workers or volunteers are expected to report any breach to the Designated Safeguarding Lead.

Please complete the section below to confirm that you agree to adhere to the Code of Conduct/Procedures:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Code of Conduct/Procedures and agree to follow the guidelines, and act accordingly. I understand the consequences if I break any of the guidelines.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(A copy will be made for you to keep once the document is signed)