



Code of Conduct

Purpose

This behaviour code outlines the conduct that Play Inclusion Project expects from all our staff and volunteers. This includes trustees, volunteers, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people. Play Inclusion Project is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Play Inclusion Project, 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 of staff and volunteers

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
- ☐ having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- ☐ following our ethos, principles, 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
- ☐ challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Joanne Barnes, CEO
- ☐ reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures - this includes inappropriate behaviour 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.
- ☐ 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 everyone brings something valuable and different to the group/organisation
- ☐ challenge discrimination and prejudice
- ☐ encourage young people and adults to speak out about attitudes or behaviour that make uncomfortable

Conduct at work

The following list illustrates the type of conduct that the charity expects as standard:

- ☐ Attending work on days you have been rostered unless you are sick in which case you must follow the absence from work policy
- ☐ Being punctual for work
- ☐ Being courteous, helpful and polite to all those with whom you have contact.
- ☐ Devoting all your time and attention, whilst at work, to the charity and ensure that all its property including confidential information, records, equipment, information technology, etc., is kept safe and used correctly.
- ☐ Complying with all the charity rules and regulations and to observe and perform all the terms of your employment as set out or referred to in your Contract of Employment.
- ☐ Treating all management and colleagues with respect and dignity.
- ☐ Adopting an equal opportunities approach to your role
- ☐ Complying with rules relating to confidentiality.

- ☐ Challenging unacceptable behaviour and reporting all allegations or suspicions of abuse.

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 you are involved
- ☐ ensure that the 2:1 ratio is upheld and that there is always more than one adult present 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 can be heard by other adults
- ☐ if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are

Inappropriate behaviour

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

- ☐ allow concerns or allegations to go unreported
- ☐ take unnecessary risks
- ☐ smoke, 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.

Conduct outside working hours

Normally the charity has no jurisdiction over an employee's activity outside working hours. Behaviour outside working hours will only become an issue if

the activities adversely affect the charity. Adverse publicity, bringing the charity name into disrepute, or actions that result in loss of faith in the charity, resulting in loss of business, or loss of faith in the integrity of the individual, will result in the disciplinary procedure being instigated. The detriment suffered by the charity will determine the level of misconduct and it will also determine which disciplinary stage is most appropriate to suit the circumstances.

If the actions cause extreme embarrassment or serious damage to the charity's reputation or image, a decision may be taken to terminate the employment. The charity's procedures covering disciplinary hearings and appeals still apply.

Upholding this code of behaviour

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

All members of staff and volunteers are expected to report any breaches of this behaviour code to the CEO under the whistle-blowing procedure or, if necessary, under child protection procedures. Staff and volunteers who breach this code of conduct may be subject to Play Inclusion Project's disciplinary procedures.

Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Play Inclusion Project. Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

The Role of Parents and Carers

Play Inclusion Project welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate. In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

Play Inclusion Project expects all parents and carers to treat all staff and volunteers with courtesy and respect. We have a zero-policy approach to abusive and aggressive behaviour from any parent or carer.

In the event of parents/carers being abusive or aggressive towards staff or volunteers their child may be removed from our database and no longer able to attend.