

# Code of Conduct for Staff & Volunteers Policy



## Purpose

This behaviour code outlines the conduct Tom's Trust expects from all our staff and volunteers. This includes agency staff, interns, students on work placement and anyone who is undertaking specific duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Dr Peter Gough must make sure that 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.

## The role of staff and volunteers

When working with or for children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

## Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- this includes 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 principles, policies and procedures
- this includes policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Dr Peter Gough
- reporting all allegations/suspicions of abuse following our reporting procedures
- this includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

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## Rights

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 between yourself and others, and appreciate that all participants bring 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 makes them uncomfortable.

## Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect and avoid favouritism
- be patient with others
- use special 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 work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
- if a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible
- this is unless you are working under specific circumstances where it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

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## Unacceptable 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
- this includes 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 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.

We may also make a referral 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 Deborah Whiteley.

This is the Tom's Trust Code of Conduct for Staff and Volunteers Policy  
It will be reviewed every 2 years  
Date of next review **May 2021**

Dr Peter Gough  
Chair  
May 2019