

## **Safeguarding Children and Young People Safe Working Practice Code of Conduct**

Unstead Nature Community Group (UNCG) is committed to safeguarding and promoting the well-being of children and young people and expects all members and volunteers to share this commitment.

It is everyone's responsibility to ensure that children and young people are cared for appropriately and safeguarded from any harm; and to carry out their duty of care and take all reasonable steps to promote and ensure the health, safety and well-being of all children and young people.

The code of conduct outlined below gives clarity to measures needed to ensure that all members, children and young people can work within and enjoy being part of a safe and caring environment.

It is acknowledged that the vast majority of members behave appropriately whilst working with children and young people. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults are in a position of trust and their conduct is, therefore, governed by specific laws and guidance and the policies and procedures agreed by the Trustees.

Members may occasionally express uncertainty as to what is and is not acceptable and seek guidance regarding those behaviours which, whilst most probably innocent, may be perceived by others as inappropriate.

The following is, therefore, a code of appropriate conduct for all adults working for or on behalf of UNCG. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

### **You should always:**

- *Be familiar with and adhere to all UNCG policies, many of which are specifically written with safeguarding in mind.*
- *Be familiar with and adhere to any relevant risk assessments, risk management strategies and related temporary procedural changes that might be put in place from time to time.*
- *Behave in a mature, respectful, safe, fair, considered and professional manner at all times.*
- *Provide a good example and "positive role model" to all children and young people.*
- *Observe other people's right to confidentiality (unless you need to report something to the Chair of Trustees).*
- *Treat all children and young people equally; never confer favour on a particular child or young person, or build "special relationships" with individual children or young people.*
- *Act and be seen to act, in the child's or young person's best interests.*
- *Ensure that whenever possible there is visual access in one to one situations with children or young people.*

### **Report to the Chair of Trustees**

- *Any behaviours of another adult which give you cause for concern or breach of this code of conduct.*
- *Any allegations against members or volunteers.*
- *Any situation where a child or young person becomes distressed, anxious or angry.*
- *Any concern about a child or young person.*

### **Report to the Chair of Trustees or any other Trustee.**

- *Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation.*
- *Any difficulties that you are experiencing, for example, coping with a child or young person presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.*

### **You should never:**

- *Behave in a manner that could lead a reasonable person to question your conduct, motivation, intentions or suitability to care for children or young people.*
- *Touch children or young people in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.*

- *Personally discriminate either favourably or unfavourably towards any child or young person.*
- *Make arrangements to contact, communicate or meet children outside of work at UNCG.*
- *Develop "personal" relationships with children or young people.*
- *Push, hit, kick, punch, slap, throw missiles at, or smack, a child or young adult or threaten to do so.*
- *Make inappropriate remarks or jokes of a personal; sexual, racial, discriminatory, intimidating, threatening or otherwise offensive nature.*
- *Intentionally embarrass, humiliate or undermine children or young people, for example, by using sarcasm or humour in an inappropriate way.*
- *Give or receive (other than "token") gifts unless arranged through the Chair of Trustees.*
- *Allow, encourage or condone children or young people to act in an illegal, improper or unsafe manner.*
- *Behave in an illegal or unsafe manner.*
- *Undertake any work with children or young people when you are not fit and in a proper physical or emotional state to do so.*
- *Accept children or young people as Friends on social media sites such as Facebook. This is to prevent any possible misinterpretation.*
- *Use social media to discuss confidential information or to discuss specific children or young people.*
- *Put photographs which include children or young people on social media sites without the consent of their parent or responsible adult.*
- *Use personal devices such as mobile phones or cameras to take photos or videos of pupils without the consent of their parent or responsible adult.*

The Trustees of UNCG may, at their absolute discretion, request a DBS check on any member or volunteer.

\_\_\_\_\_ have read the above and agree to abide by this Safe Working Practice Code of Conduct.

Signed .....

**The Trustees of UNCG thank you for your support of the arrangements made for the safety and care of children and young people in our community.**

**Chair of Trustees** .....