



STAFF CODE OF CONDUCT

MARCH 2023

The purpose and scope of this Code of Conduct

This code of conduct outlines the conduct that Child's Play expects from all our staff and volunteers. This includes agency staff, students on work placements and anyone who is undertaking duties for us, whether paid or unpaid. It is there to help us protect children and young people from abuse.

Child's Play is responsible for making sure everyone taking part in our activities has seen, understood, and agreed to follow the code of conduct and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Child's Play you are acting in a position of trust and authority and have a duty of care towards the children we work with. You are likely to be seen as a role model by the children and are expected to act appropriately.

We expect people who work or volunteer at Child's Play to always display appropriate behaviour. This includes behaviour that takes place outside our organization and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- Prioritising the welfare of children
- Providing a safe environment for children
 - 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 where appropriate
- Following our policies and procedures
 - Especially our policies and procedures for safeguarding and child protection and whistleblowing
- Staying within the law at all times
- Modelling good behaviour for children to follow
- Challenging all inappropriate behaviour and reporting any breaches of the code of conduct to Thea Arthur, Manager
- 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

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 child'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 at the earliest opportunity

Diversity and inclusion

You should:

- Treat children fairly and without prejudice or discrimination
- Understand that children are individuals with individual needs
- Respect differences in gender, culture, race, ethnicity, disability and religion and appreciate that all participants bring something valuable and different to the group
- Challenge discrimination and prejudice
- Encourage children 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
- Ensure your contact with children is appropriate and relevant to the nature of the activity you are involved in
- Ensure that wherever possible, there is more than one adult present during activities with children
 - If a situation arises where you are alone with a child, ensure 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 know where you and the child are
- Only provide personal care when specifically required as part of your role and make sure another member of staff knows when you are doing this

Inappropriate behaviour

When working with children, 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
- Make inappropriate promises to children
- Engage in behaviour that is in any way abusive
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to, or in front of, children

Upholding this code of conduct

You should always follow this code of conduct and never rely on your reputation or that of Child's Play to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation you might be asked to leave Child's Play. We might also make a report to statutory agencies such as the police and/or Surrey child protection services.

If you become aware of any breaches of this code, you must report them to Thea Arthur, Manager. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.