

Code of Behaviour

Policy

Principles

As an adult working for the John Holford Charity – whether as a member of staff or a volunteer – you have a responsibility to ensure that everyone associated with the Charity, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working for the John Holford Charity to ensure that:

- ✓ their behaviour is appropriate at all times;
- ✓ they observe the rules established for the safety and security of children, young people and vulnerable adults;
- ✓ they follow the procedures following suspicion, disclosure or allegation of child abuse;
- ✓ they recognise the position of trust in which they have been placed; and
- ✓ in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate

All persons who wish to work with the John Holford Charity, must accept and understand this policy. They must also agree to put the John Holford Charity's policies on safeguarding children and vulnerable adults into practice.

Meeting your responsibilities

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don'ts' to help you ensure that:

- ✓ the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
- ✓ you avoid compromising situations or opportunities for misunderstandings or allegations.

Code of behaviour

- ✓ **DO** put this code into practice at all times;
- ✓ **DO** treat everyone with dignity and respect;
- ✓ **DO** set an example you would wish others to follow;
- ✓ **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
- ✓ **DO** respect the right to personal privacy of a child, young person or vulnerable adult;
- ✓ **DO** avoid unacceptable situations within a relationship of trust, eg: a sexual relationship with a young person or vulnerable adult over the age of consent;
- ✓ **DO** allow children, young people and vulnerable adults to talk about any concerns they may have;
- ✓ **DO** encourage others to challenge any attitudes or behaviours they do not like;
- ✓ **DO** follow John Holford Charity's 'no alcohol' guidance;
- ✓ **DO** make everyone aware of John Holford Charity's procedures for safeguarding children, young people and vulnerable adults;

- ✓ **DO** remember this code even at sensitive moments, eg: when responding to bullying, bereavement or abuse;
- ✓ **DO** keep other members of staff/volunteers informed of where you are and what you are doing;
- ✓ **DO** remember someone else might misinterpret your actions, no matter how well-intentioned;
- ✓ **DO** take any allegations or concerns of abuse seriously and refer immediately.

- ✗ **DO NOT** trivialise abuse;
- ✗ **DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
- ✗ **DO NOT** permit abusive peer activities.
- ✗ **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual;
- ✗ **DO NOT** use inappropriate language - writing, phoning, email or internet;
- ✗ **DO NOT** let allegations, suspicions, or concerns about abuse go unreported;
- ✗ **DO NOT** just rely on your good name to protect you.

Change Record

Date of Change:	Changed By:	Comments:
		Policy approved by the Trustees