



## **Safeguarding Children Code of Conduct**

This code of conduct<sup>1</sup> outlines the conduct expected of staff, councillors and volunteers from Stirchley and Brookside Parish Council, and staff from other organisations who engage with children and young people through Stirchley and Brookside Parish Council and its activities, including agency staff, students on work placement and self-employed persons subcontracted to undertake specific duties.

### **Purpose**

Following this code will help to protect children and vulnerable adults from abuse and inappropriate behaviour. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations being made against them.

### **Upholding this code of conduct**

All members of staff and volunteers are expected to report any breaches of this code under the discipline or grievance policy and procedures or, if necessary under child protection / safeguarding procedures.

Staff and volunteers who breach this code of behaviour may be subject to 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 Stirchley and Brookside Parish Council.

Serious breaches may also result in a referral being made to a statutory agency such as the police and the local authorities' social care department.

### **The role of staff and volunteers**

When working with children, young people or vulnerable adults for Stirchley and Brookside Parish Council all staff and volunteers are acting in a positions of trust. It is important that staff and volunteers are aware that they may be seen as role models and must act in an appropriate manner at all times.

When working with children, young people or vulnerable adults, it is important to:

- operate within Stirchley and Brookside Parish Council's principles and guidance and any specific procedures
- follow Stirchley and Brookside Parish Council's safeguarding policy at all times
- listen to and respect service users at all times
- avoid favouritism
- treat children, young people and vulnerable adults fairly and without prejudice or discrimination
- value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible

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<sup>1</sup> Adapted from the Safe Network Are They Safe: Guide.

- ensure language is appropriate and not offensive or discriminatory
- follow the e-safety policy and report any breaches
- ensure equipment is used safely and for its intended purpose
- provide examples of good conduct you wish children and young people to follow
- challenge unacceptable behaviour and report all allegations/suspensions of abuse
- ensure that there is more than one adult present during activities with children and young people, or, if this isn't possible that you are in sight or hearing of other adults
- be close to where others are working. If a child specifically asks for or needs some private time, ensure other staff know where you and the child are
- respect a young person's right to personal privacy
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
- recognise that special caution is required when you are discussing sensitive issues with children or young people.

You must not:

- patronise or treat children or young people as if they are silly
- allow allegations to go unreported
- develop inappropriate relationships such as contact with children and young people that is not part of the work of Stirchley and Brookside Parish Council
- conduct a sexual relationship or indulge in any form of sexual contact with a child, young person or vulnerable adult. Any such behaviour represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances
- let children or young people have your personal contact details (mobile number or address)
- make sarcastic, insensitive, derogatory or sexually suggestive comments to or in front of children and young people
- act in a way that can be perceived as threatening or intrusive
- make inappropriate promises to children and young people, particularly in relation to confidentiality
- jump to conclusions about others without checking facts
- either exaggerate or trivialise abuse issues
- rely on your reputation or that of Stirchley and Brookside Parish Council to protect you
- take unnecessary risks when common sense, policy or practice suggests a more prudent approach
- adopt an attitude of complacency with regard to your own conduct.

If you become aware of any breaches of this code, you must report them to the Parish Clerk. To do this you should follow the disciplinary policy and procedure.

I confirm that I have read the Safeguarding Policy and Child Protection Procedure and agreed to adhere to this code of conduct:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_