

CODE OF CONDUCT

The following guidelines are intended to be a common sense approach that both reduces opportunities for the abuse of children, young people and vulnerable adults and helps to protect staff and volunteers from any false allegation.

All staff and volunteers are required to take shared responsibility for the safeguarding and safety of any child, young person or vulnerable adult they come into contact with.

You should:

- ✓ Treat all children, young people and vulnerable adults with respect, and respect their right to personal privacy;
- ✓ Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others;
- ✓ Exercise caution when discussing sensitive issues with children, young people or vulnerable adults;
- ✓ Exercise caution in initiating any physical contact with a child, young person or vulnerable adult;
- ✓ Operate within the guidance offered by this Code of Conduct, and Accuro's Safeguarding & related policies and procedures;
- ✓ Only take children, young people and vulnerable adults alone in a car where explicit and informed consent has been received and recorded;
- ✓ Challenge all unacceptable behaviour and report all allegations or suspicions of abuse;
- ✓ Keep parents and / or guardians, and / or carers fully informed of all anticipated activities.
- ✓ When working with children, young people, adults and their families maintain professional boundaries.

You should NOT:

- ✗ Spend excessive time alone with children, young people or vulnerable adults away from others;
- ✗ Take children, young people or vulnerable adults to your home;
- ✗ Engage in physical or sexually provocative games.
- ✗ Allow or engage in inappropriate touching of any form;
- ✗ Make over-familiar or sexually suggestive comments or approaches to a child, young person or vulnerable adult even as a joke;
- ✗ Let allegations, over-familiar or sexually suggestive comments made by a child, young person or vulnerable adult go unchallenged or unrecorded;
- ✗ Do things of a personal nature that children, young people or vulnerable adults can do for themselves;
- ✗ Take photographs, videos or other images of a child, young person or vulnerable adult without the express permission of their parent, and / or guardian and / or carer.
- ✗ Use your personal phone/camera to take a photo of children, young people or vulnerable adults.