



Behaviour Code for Adults Working with Children, Young People and/or Vulnerable Adults at Purbeck Youth & Community Centre]

This behaviour code outlines the conduct expected of staff, volunteers, visitors and helpers at [PYCF], and from other organisations who engage with children, young people or vulnerable adults through [PYCF] and its activities.

Purpose

- Following this code will help to protect children, young people and vulnerable adults from abuse and inappropriate behaviour from adults. It will also help staff, volunteers, helpers and visitors to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them
- When working with children, young people and/or vulnerable adults all individuals are acting in a position of trust. It is important that they are aware that they may be seen as role models by children, young people and vulnerable adults, and must act in an appropriate manner at all times

Staff, helpers, volunteers and visitors should:

- Follow [PYCF]'s Policies and Procedures for Child Protection, E-Safety and Safeguarding at all times and know who to go to report any concerns
- Never allow allegations to go unreported while taking care not to jump to conclusions about others without checking facts. Be careful not to exaggerate or trivialise child abuse issues. Always respond appropriately to allegations of abuse and bullying and positively support an 'open reporting' culture where any concerns about inappropriate behaviour are reported and dealt with in a quickly

- Always put the welfare of the child, young person or vulnerable adult first. Respect their right to personal privacy but do not make inappropriate promises, particularly in relation to confidentiality
- Treat all children, young people and vulnerable adults equally regardless of race, disability, religion or belief, gender, sexual orientation, equally and with respect and dignity. See our Equality and Diversity Policy for further information
- Always try to ensure language is appropriate and not patronising, offensive or discriminatory. Recognise that special caution is required when you are discussing sensitive issues with children, young people or vulnerable adults
- Listen to and respect children, young people and vulnerable adults at all times, taking their contributions seriously and actively involving them in planning activities wherever possible. See our documents on Youth Participation for further information.
- Not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people or act in a way that can be perceived as threatening or intrusive
- Avoid favouritism and/or spending excessive amounts of time alone with children, young people or vulnerable adults away from others. If a child, young person or vulnerable adult specifically asks for or needs some private time with you, ensure someone else knows where the two of you are. See our Safeguarding Policy for further information
- Provide examples of good conduct you wish children and young people to follow, challenge unacceptable behaviour and encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Work in an open environment avoiding private or unobserved situations and encouraging open communication and ensure that whenever possible, there is more than one adult present during activities or if this isn't possible, that you are within sight or hearing of other adults

- De-brief staff, helpers/volunteers after dealing with situations and having open and honest discussions about how the situation was handled and if it could be improved upon. These de-briefings are sometimes more valuable for staff and helpers/volunteers development as well as team building than more formal training sessions
- Club leaders should encourage reflection time so that staff can re-visit situations after the event. For example 'I was thinking that after youth club last week that X was particularly quiet'. After reflection consider generating an action plan for future sessions
- Never let children, young people or vulnerable adults have your personal contact details (home phone or mobile number or address) or communicate via social networking sites, for example, Facebook, Snapchat or Twitter
- Never conduct a sexual relationship with a child, young person or vulnerable adult or indulge in any form of sexual contact with them. Any such behaviour between an adult member of staff, helper/volunteer or visitor and a child, young person or vulnerable adult using the services of [PYCF] represents a serious breach of trust and is not acceptable under any circumstances
- Ensure that if any form of physical touching is required, it should be conducted openly. In sporting situations this should be in accordance with guidelines provided by the appropriate National Governing Body
- Be an excellent role model – this includes not using offensive language, smoking, illegal drugs or drinking alcohol in the company of children
- Keep a written record of any injury that occurs, along with details of any treatment given
- Only take photographs or videos of children, young people or vulnerable adults once written consent has been obtained from the parent or carer. Use PYCF equipment and Let Chief officer know.
- Attend any relevant training that [PYCF] provides.

This Behaviour Code was signed off by:

Name: Joyce Spiller

Position: Trustee

Signed: J spiller
Reviewed 26.Jan 2019

Dated: Sept 2016

We are committed to reviewing this Code annually.

Review due on .Jan 2020

N.B. Our guidelines provide a brief introduction, a description of the key issues to adhere to and an example policy. The documents are not comprehensive and do not constitute legal advice.