

Code of Conduct 2021

Staff and volunteers are responsible for:

- Prioritising the welfare of young people
- Providing a safe environment for young people
 - this includes having awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures this includes policies and procedures for child protection/safeguarding
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the designated safeguarding officer
 - all allegations/suspensions of abuse must be followed up using our reporting procedures (this includes abusive behaviour being displayed by an adult or child and directed at anybody of any age), as per our Safeguarding Policy.

We ask that volunteers:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, and appreciate that all participants bring something valuable and different to the group/organisation
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable
- Use special caution when discussing sensitive issues with children or young people
- Ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- Ensure that there is more than one adult present during *Be the Change* activities with children and young people
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible, in some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity
- Only provide personal care in an emergency and make sure there is more than one adult present wherever possible

Unacceptable behaviour

When working with children and young people, staff and volunteers must not:

- Allow concerns or allegations to go unreported
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive
- Let children and young people have your personal contact details (mobile number, email, address or social media details). If you want to communicate with a young person you must always do this through the school and *Be the Change* team
- Act in a way that can be perceived as threatening or intrusive

- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

Online Code of Conduct

When working with children and young people online, staff and volunteers must:

- Let the Be the Change team know if you are concerned about anything you see online or by any messages that you receive
- not deliberately browse, download or upload material that could be considered offensive or illegal. If you accidentally come across any such material please report it immediately to the Be the Change Team
- not send anyone material that could be considered threatening, bullying, offensive or illegal
- not share any personal information with students, (mobile number, email, address or social media details)
- not communicate with students on social media or outside of the Be the Change programme, all communication must be done through the Be the Change team or school
- not arrange meetings with students without event team members or school representatives

Staff and volunteers should always follow the code of conduct