



CODE OF CONDUCT

The purpose and scope of The Code of Conduct

This Code of Conduct outlines the conduct that Creative Active Lives expects from all our staff, (including Volunteers, Self Employed Subcontractors, Agency workers, interns, students on work placement and anyone who is undertaking duties for or on behalf of the organisation) hereafter solely referred to as staff. The code of conduct is there to help us protect children, young people, and vulnerable adults from abuse. It has been informed by the views of children, young people and vulnerable adults. Creative Active Lives is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff

In your role at Creative Active Lives you are acting in a position of trust and authority and have a duty of care towards the children, young people and vulnerable adults we work with. You are likely to be seen as a role model and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff

You are responsible for:

- Prioritising the welfare of children, young people and vulnerable adults.
- Providing a safe environment for children, young people and vulnerable adults.
 - Ensuring equipment is used safely and for its intended purpose
 - Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures
 - Including our policies and procedures for safeguarding and child protection, safeguarding and protection of vulnerable adults, and whistleblowing and online safety
- Staying within the law at all times
- Modelling good behaviour for children, young people and vulnerable adults to follow
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Rachel Conlisk rachel@creativeactivelives.org.uk
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures, and safeguarding and protection of vulnerable adult procedures.
 - This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children, young people and vulnerable adults.

You should:

- Listen to and respect children, young people and vulnerable adults at all times
- Value and take childrens', young peoples' and vulnerable adults' contributions seriously, actively involving them in planning activities wherever possible
- Respect childrens, young persons and vulnerable adults right to personal privacy as far as possible
 - If you need to break confidentiality in order to follow procedures, it is important to explain this to the child, young person or vulnerable adult at the earliest opportunity.

Diversity and inclusion

You should:

- Treat children, young people and vulnerable adults fairly and without prejudice or discrimination
- Understand that children, young people and vulnerable adults are individuals with individual needs
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- Challenge discrimination and prejudice
- Encourage children, young people and vulnerable adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children, young people and vulnerable adults.
- Ensure your contact with children, young people and vulnerable adults is appropriate and relevant to the nature of the activity you are involved in
- Ensure that whenever possible, there is more than one adult present during activities with children, young people and vulnerable adults.
 - if a situation arises where you are alone with a child, young person or vulnerable adult, ensure that you are within sight or can be heard by other adults
 - if a child, young person or vulnerable adults specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the person are

- Only provide personal care in an emergency and make sure there is more than one adult present if possible
 - unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children, young people and vulnerable adults, you must not:

- Allow concerns or allegations to go unreported
- Use your mobile phone in our session spaces during working hours
- Show your mobile phone or other device to the young people you are supporting or their families
- Show or share your social media or any other content on your phone or other device to the young people you are supporting or their families
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children, young people and vulnerable adults.
- Make inappropriate promises to children, young people and vulnerable adults.
- Engage in behaviour that is in any way abusive
 - Including having any form of sexual contact with a children, young people or vulnerable adults.
- Let children, young people or vulnerable adults have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children, young people or vulnerable adults.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable adults.

Upholding this code of behaviour

- You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures if an employed member of staff or volunteer. If subcontracting or agency worker depending on the seriousness of the situation, you will not be asked to work with Creative Active Lives again. We might also make a report to statutory agencies such as the police and/or the relevant local authority protection services.

If you become aware of any breaches of this code, you must report them to Rachel Conlisk Director of Creative Active Lives. email: rachel@creativeactivelives.org.uk. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures/ safeguarding and protection of vulnerable adults procedures.