

# YOUNG IDENTITY

---

## **Code of Conduct: Adults Working with Children, Young People & Vulnerable Adults**

---

This code of conduct has been developed to outline the behaviour expected by YOUNG IDENTITY from its employees, volunteers and those whom it places in a position of trust.

YOUNG IDENTITY intends that this policy and contained procedures should apply to all staff, including senior managers and the board of trustees, paid staff, volunteers and freelance workers, students and anyone else deemed to be working on behalf of YOUNG IDENTITY

You are expected to adhere to this code and report any breaches to this policy that you are witness to. If you are in breach of this code then you may be subject to disciplinary procedures as a result of your action or lack of action. Serious breaches may involve referral to relevant external agencies.

**You must make sure that you are aware of all relevant YOUNG IDENTITY procedures and policies and especially, the Child Protection and Safeguarding Policy.**

### **You should always:**

- Follow the policies provided by YOUNG IDENTITY.
- Report any breaches to the policies provided by YOUNG IDENTITY.
- Ensure that welfare and safety of children, young people and vulnerable adults is paramount at all times.
- When working in partnership you should jointly agree and document the safeguarding approaches, policies and procedures to be adhered to prior to commencement
- Ensure that the children, young people, vulnerable adults and their families and carers are familiar with the policies and procedures surrounding safeguarding and child protection.
- Treat everyone with respect and behave in an inclusive way that promotes equality.



- Lead by example, be a good role model and demonstrate professionalism and good manners in all that you do.
- Value the input of the children, young people and vulnerable adults that you work with and involve them when possible in the planning and evaluation of activities.
- Ensure that the children, young people and vulnerable adults that you work with understand what is expected from them in terms of behaviour.
- **Ensure that at least 1 other adult is present** if you are in the company of children, young people, vulnerable adults – if this is not possible, ensure your meeting/workshop takes place in an open space. This is for your protection, as much as the children, young people and vulnerable adults.

**If one-to-one contact is unavoidable then:**

- Make sure it is for as short a time as possible.
- Try to avoid unnecessary physical contact especially if it may be misconstrued.
- Have any meetings with children etc. as openly as possible and preferably in an area where other adults are present.
- If privacy is necessary always leave the door open and make sure that other staff know where you are and the purpose of the meeting.
- Use appropriate language and ensure abusive language is not tolerated in workshops and activities.
- Ensure that workshops and activities are appropriate to the age and ability of those participating.
- Be sensitive about issues that might affect participants.
- Encourage participants to feel comfortable enough to point out attitudes and behaviour they don't like in a supportive non-judgemental way.
- Do not make jokes or comments about others; someone might misinterpret your actions and comments no matter how well intentioned.
- Recognise the need to be careful especially when dealing with sensitive issues. E.g. bullying, grief, abuse.
- Be aware of the implications of any physical contact with children, young people, and vulnerable adults.
- Before any kind of physical contact you should consider if it is necessary and if any other method might suffice.
- In the event of physical contact explain why this is necessary, where you will touch and seek permission before continuing.



- Always take disclosures and safeguarding concerns seriously.

**You should never:**

- Permit abusive peer activity (e.g. bullying).
- Engage in any physical games or horseplay.
- Use inappropriate language, this includes discriminatory language.
- Drink alcohol or smoke in the presence of children, young people while working on the project/course.
- Behave in a manner that might damage the self-esteem or confidence of the children, young people and vulnerable adults who attend workshops and use the facilities provided by YOUNG IDENTITY.
- Make unnecessary physical contact with children, young people etc.
- Do anything of a personal nature for children, young people or vulnerable adults that they are capable of doing for themselves.
- Be drawn into any inappropriate attention seeking behaviour (e.g. tantrums, crushes).
- Make suggestive remarks or gestures.
- Show favouritism.
- Jump to conclusions.
- Exaggerate or trivialise child abuse issues.
- Let allegations of abuse made by children, young people vulnerable adults go without being addressed and recorded (see the Child Protection and Safeguarding Policy for information on what to do about allegations of abuse).
- Take children, young people or vulnerable adults alone with you in a car, however short the journey (you will not be insured for this and it is not permitted under our policy).

*N.B. On rare occasions a YOUNG IDENTITY manager may authorise taking a child, young person, or vulnerable adult in a car, this may only be done with full consent and knowledge of parent/carer and a YOUNG IDENTITY manager and Designated Safeguarding Officer (DSOs) Rosie Stuart and Shirley May. You should always have another adult accompany you. You will need appropriate business insurance which should be discussed with management.*

- Take photographs for *Young Identity* of anyone without gaining consent (parental consent necessary for vulnerable adults and young people).



- Take personal photographs of groups or publish photographs to your own social network pages.
- Pass on contact details to the groups that you work with other than those authorised by YOUNG IDENTITY.
- Have personal contact with participants outside of your role, this includes giving lifts home and taking part in social activities.
- Conduct a sexual relationship with a child, young person or vulnerable adult or take part in any kind of sexual activity with a child, young person or vulnerable adult.
- Befriend participants on Facebook or other social networks.
- Give your personal mobile phone number or contact details to participants.