



## Code of conduct policy

Document owner	The Board of Trustees
Date last modified	May 2023
Related policies/documents	Safeguarding & child protection policy Discipline & grievance policy
Date of next review	April 2024

## INDEX

1. Introduction	Page 3
2. Encouraged practice	Page 3
3. Discouraged practice	Page 4
4. Unacceptable practice	Page 5
5. Reporting	Page 6

## 1. Introduction:

---

The following are a guide to helping create a safe and protective culture for young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the Wendover Youth Centre's (WYC) Safeguarding & Child Protection Policy.

## 2. Encouraged practice:

---

1. Treat all children and young people with respect and dignity.
2. Involve young people in the decisions that affect them.
3. Always work in an open environment, avoiding private or unobserved situations.
4. Maintain a safe and appropriate distance with young people (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship)
5. When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by Wendover Youth Centre staff in relation to each child or young person attending the event/meeting:
  - A Consent form for all events or specific activities;
    - o Contact details for the family/guardians, including emergency contact numbers and email.
    - o If the child is not already registered on our member mojo system an email will be sent to the parent to fill out the more detailed information e.g. doctors' information, allergy information.
  - Use a reporting form to keep a clear note of any incidents or concerns.
6. If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why; seek their permission and give choices where possible. If possible, have another worker present.
7. Every activity, event or session should be risk assessed to maintain the safety of young people.

8. When working with a mixed gender group away from the centre there should be staff/volunteers of varied genders to manage the activities e.g. swimming, residentials etc
9. It is encouraged to have staff/volunteers of varied genders to manage the activities taking part in the centre, however, this may not always be possible.
10. The appropriate ratios of leaders to young people will be:
  - a. 1:15 where the element of risk is similar to that encountered in everyday life
  - b. 1:8 for all trips
  - c. 1:6 for children under 10 years, or groups with special needs
11. Leaders will respond quickly and effectively to any allegations made against club members and, if necessary, this may result in the offender(s) going on reflection time or a permanent ban from the club.
12. Young people are free to leave the club activity when they wish (note: some sessions have expectations on staying for the duration, or letting the session lead know before leaving). For young people under 12 years of age parental consent is required to leave before the end of the session.
13. WYC will ensure we are aware of how every young person is getting home, especially when they leave earlier than planned. Parents will also be informed of the time the young person left.

### **3. Discouraged practice:**

---

1. Employees or volunteers should not give lifts in their car to individual children or young people or travel alone with young people. Important note: Where not doing this would compromise Wendover Youth Centre's Health and Safety Policy (e.g. leaving a young person alone at a venue) the worker should attempt to phone the parent/guardian of the young person to confirm what they will be doing. You should also ask the young person to sit in the back seat.
2. Workers should not take young people to their home or that of another worker.
3. Workers should avoid situations where they are alone with young people. Where a private meeting with a lone child/young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer.
4. Workers should not use their own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting young people, unless agreed by the board of trustees.

5. Make inappropriate contact with young people e.g. develop relationships outside the WYC setting
6. Leave young people in the presence of adults who are not suitably trained, adults unknown to leaders or adults who have not had the relevant DBS check
7. Show favouritism to young people within the club.

#### **4. Unacceptable practice:**

---

1. Invading the privacy of children and young people when they are toileting or showering, changing or dressing.
2. Inappropriate physical or sexually provocative games
3. Sharing sleeping accommodation with an individual child or young person
4. Making sexually suggestive comments about or to a child or young person even in fun
5. Inappropriate and intrusive touching of any form
6. Scapegoating or ridiculing a child or young person
7. Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
8. Any form of physical punishment
9. Use of recreational drugs
10. Use of alcohol during an event
11. Bullying of any form, including name calling or constant criticism
12. 'Picking on' a young person because of their family background, manner of dress or physical characteristic
13. Racism or sectarianism of any form
14. Favouritism and exclusion - all young people should be equally supported and encouraged
15. Abusive language or gestures

These are in line with the National Youth Agencies ethical conduct:

## 5. Reporting:

---

If any of the following occur you must report it immediately to the Lead Youth Worker or the adult who is leading the session.

1. A young person is hurt
2. They seem distressed in any manner
3. A young person appears to be sexually aroused by your actions
4. A young person misunderstands or misinterprets something you have done
5. An allegation is made about you or a colleague

If you feel that you or one of your colleagues has not abided to the above policy then please report it to the below contacts:

Lead Youth Worker - 07483 391225

Or if involving lead youth worker then Keith Lavine - [keithlavine73@gmail.com](mailto:keithlavine73@gmail.com) - Trustee member