**Code of Behaviour** **Policy**

***Principles***

Working in **WOMEN’S**TEC – whether as a member of staff or a volunteer – you have a responsibility to ensure that everyone attending **WOMEN’S**TEC activities, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of everyone working in **WOMEN’S**TEC to ensure that:

* their behaviour is appropriate at all times;
* they observe the rules established for the safety and security of children, young people and
vulnerable adults;
* they follow the procedures following suspicion, disclosure or allegation of child abuse;
* they recognise the position of trust in which they have been placed; and
* in every respect, the relationships they form with the children, young people and vulnerable
adults in their care are appropriate

All persons who wish to work in **WOMEN’S**TEC must accept and understand this policy. They must also agree to put **WOMEN’S**TEC policies on safeguarding children and vulnerable adults into practice.

***Meeting your responsibilities***

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don'ts' to help
you ensure that:

* the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
* you avoid compromising situations or opportunities for misunderstandings or allegations.

**Code of behaviour**

✓ **DO** put this code into practice at all times;
✓ **DO** treat everyone with dignity and respect;
✓ **DO** set an example you would wish others to follow;
✓ **DO** treat all young people equally - show no favouritism;
✓ **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
✓ **DO** follow recommended adult/young people ratios for meetings and activities;
✓ **DO** respect the right to personal privacy of a child, young person or vulnerable adult;
✓ **DO** avoid unacceptable situations within a relationship of trust, *e.g.:* a sexual relationship with a young person or vulnerable adult over the age of consent;
✓ **DO** allow children, young people and vulnerable adults to talk about any concerns they may have;
✓ **DO** encourage others to challenge any attitudes or behaviours they do not like;
✓ **DO** avoid being drawn into inappropriate attention seeking behaviour, *e.g.:* tantrums and crushes;
✓ **DO** follow **WOMEN’S**TEC’s 'no alcohol' guidance;
✓ **DO** make everyone aware of **WOMEN’S**TEC procedures for safeguarding children, young people and vulnerable adults;
✓ **DO** remember this code even at sensitive moments, *eg:* when responding to bullying, bereavement or abuse;
✓ **DO** keep other members of staff/volunteers informed of where you are and what you are doing;
✓ **DO** remember someone else might misinterpret your actions, no matter how well-intentioned;
✓ **DO** take any allegations or concerns of abuse seriously and refer immediately.

🗶 **DO NOT** trivialise abuse;
🗶 **DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
🗶 **DO NOT** permit abusive peer activities, *eg:* initiation ceremonies, bullying;
🗶 **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual;
🗶 **DO NOT** play physical contact games with children, young people or vulnerable adults;
🗶 **DO NOT** make suggestive remarks or threats to a young person, even in fun;
🗶 **DO NOT** use inappropriate language - writing, phoning, email or internet;
🗶 **DO NOT** let allegations, suspicions, or concerns about abuse go unreported;
🗶 **DO NOT** just rely on your good name to protect you.