



Code of Behaviour

Principles

Everyone working with Small Charity Support – whether as a member of staff or a volunteer – has a responsibility to ensure that everyone participating in Small Charity Support's activities, particularly children, young people and vulnerable adults, are protected from harm.

It is the responsibility of each adult working with Small Charity Support to ensure that:

- ✓ their behaviour is appropriate at all times;
- ✓ they observe the rules established for the safety and security of all, particularly 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 others, particularly the children, young people and vulnerable adults in their care, are appropriate

All persons who wish to work with Small Charity Support, must accept and understand this policy.

They must also agree to put Small Charity Support's 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 all, and particularly 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

1: Your Conduct

- a) **DO** treat everyone with dignity and respect;
- b) **DO** set an example you would wish others to follow;
- c) **DO** treat everyone equally and equitably;
- d) **DO** respect everyone's right to personal privacy;
- e) **DO** remember someone else might misinterpret your actions, no matter how well-intentioned;
- f) **DO** follow *Small Charity Support's* 'no alcohol' guidance;

- g) **DON'T** make suggestive remarks or threats, even in fun;
- h) **DON'T** use inappropriate language – speaking, writing, phoning, email or internet;
- i) **DON'T** show favouritism.
- j) **DON'T** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;

2: Other People's Behaviour

- a) **DO** allow children, young people and vulnerable adults to talk about any concerns they may have;
- b) **DO** encourage others to challenge any attitudes or behaviours they do not like;
- c) **DON'T** trivialise abuse;
- d) **DON'T** tolerate bullying;
- e) **DON'T** get drawn into inappropriate attention seeking behaviour, *eg*: tantrums and crushes;
- f) **DON'T** allow unacceptable situations within a relationship of trust, *eg*: a sexual relationship with a young person or vulnerable adult over the age of consent;

3: Practical Arrangements

- a) **DO** put this code into practice at all times;
- b) **DO** follow recommended adult/young people ratios for meetings and activities;
- c) **DO** keep other members of staff/volunteers informed of where you are and what you are doing;
- d) **DO** plan activities that involve more than one other adult being present, or at least are within sight and hearing of others;
- e) **DO** have separate sleeping accommodation for children, young people, adults and young leaders in any overnight activity;
- f) **DON'T** play physical contact games with children, young people or vulnerable adults;
- g) **DON'T** permit abusive peer activities, *eg*: initiation ceremonies, bullying;

4: When Problems Arise

- a) **DO** remember this code even at sensitive moments, *eg*: when responding to bullying, bereavement or abuse;
- b) **DO** take any allegations, suspicions or concerns of abuse or inappropriate action seriously and refer or report them immediately.
- c) **DO** immediately report and seek support about any allegations of abuse or inappropriate behaviour made against you.
- d) **DON'T** let allegations, suspicions, or concerns about abuse go unreported;
- e) **DON'T** just rely on your good name to protect you.

Change Record

Date of Change:	Changed By:	Comments:
xx/xx/xx	XX	Policy approved by the Trustees

Updated, with thanks to Andrew (of Bradford on Avon) for his very helpful constructive criticisms of the previous version.



While it is Small Charity Support's intention to provide you with the best possible support and information as we are able, it is important that you read and give due consideration to the following notices.



The information contained in this leaflet is provided in summary form and is made available for general information purposes only. It has not been prepared with your specific needs in mind and is not advice of any kind (whether legal, financial, or otherwise).

Please take the time to check the information in this leaflet is suited to your specific circumstances and if you are making any important decisions, such as on financial, legal or tax matters, you should consult a qualified professional adviser who can provide specific advice based on your position.

Small Charity Support does not assume any liability or responsibility to any person or entity for the information contained in this leaflet and you should not rely on any information contained in this leaflet. Small Charity Support makes no representation as to, and does not assume any responsibility for, the accuracy, completeness or relevance of the information contained in this leaflet.

Please make sure that any sites you link to from this leaflet (or on our website) are appropriate to you, as we do not endorse such websites and have no control over their contents or how (or if) that site operates. Any links or references in this leaflet to a company, entity, service or product does not, in any way, imply an endorsement.

© 2021-24 Small Charity Support



This leaflet is made available to charities and not-for-profit organisations under a Creative Commons **Attributable – Non Commercial – Share Alike** International 4.0 License That license lets you remix, adapt, and build upon this material non-commercially, as long as you credit Small Charity Support and license your new creations under the identical terms.