

Code of Conduct for Staff and Volunteers Working with Children

Wider World staff and volunteers have a great opportunity to positively influence the lives of children by being good role models. This will be achieved by adherence to the code of conduct in the following areas.

Rights of the child

Staff and volunteers must:

- **Respect the rights of children and young people, promoting their welfare and their individual needs.**
- **Treat all young people fairly and ensure they feel valued. Have no favourites.**
- **Appreciate the efforts of all young people.**
- **Never use sanctions that humiliate or harm young people.**
- **Respect and listen to the opinions of young people.**

Relationships

Staff and volunteers should:

- **Develop an appropriate working relationship with participants, based on mutual trust and respect.**
- **Promote relationships between participants and others that are based on openness, honesty, trust and respect.**
- **Never engage with participants in behaviour that is abusive or inappropriate. This includes abusing participants physically, emotionally or sexually.**
- **Respond to any concerns about a child's welfare, and work in partnership with other organisations in the child's best interests. Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents are to be recorded in the line with the organisation's procedures and parents should be informed.**
- **Maintain confidentiality about sensitive information, except where required to disclose under the Safeguarding Policy or by law**
- **Never spend excessive amounts of time alone with children unless there are exceptional circumstances (see also Behaviour Management Policy regarding keeping doors open during any timeout)**
- **Never take children to their home or in their car**

Responsibilities

Staff and volunteers are expected to:

- **Fully understand and adhere to the behaviour management policy.**
- **Ensure the safety of all children by providing effective supervision, proper pre-planning of activity sessions and using safe methods at all times. Staff/volunteers must ensure that children and young people are provided with a safe environment, which maximises benefits and minimises risks to them.**
- **Be positive, approachable and offer praise to promote the objectives of the organisation at all times**

- Be a role model, displaying consistently high standards of behaviour and appearance (disciplined/committed/time keeping), remembering that children learn by example. This includes refraining from smoking and consuming alcohol during programmes.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the group's "first aider". Never administer First Aid involving the removing of children's clothing unless in the presence of others.
- Have access to a telephone for immediate contact to emergency services if required.
- Make the activity fun.

Equality

Staff and volunteers must:

- Demonstrate commitment to respecting differences between adults and participants in terms of gender, sexual orientation, race, ethnicity, disability, culture and religious belief systems.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Establish and address the additional needs of disabled participants or other vulnerable groups.

Rights of the member of staff/volunteer:

Staff and volunteers will have the right to:

- Access ongoing training and information on all aspects of leading/managing activities for children and young people, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment
- Be protected from abuse by children/youths, other staff/volunteers and parents.
- Never be left with sole responsibility for children.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported to Wider World director Sarah Cooper. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the organisation.

Dismissals can be appealed by the staff member/volunteer with final decisions taken by the Board of directors.

Signature of member of staff/volunteer:

Print name member of staff/volunteer:

Date:

Signature on behalf of Wider World:

Role of signatory:

Date: