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|  | **Code of Conduct for Young People** |

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| **Arrangement of Sections** |

1. The Baby Equipment Loan Service & Toy Library (BELS & TL)’s Code of Conduct for Young People

2. Consequences of breaching this Code of Conduct

3. The role of parents and carers

4. Other documents in this series

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| **1. BELS & TL’s Code of Conduct for Young People** |

The safety and wellbeing of young people is taken very seriously by BELS & TL. This Code has been developed in order to provide young people with guidance on the behaviour that is expected of them when taking part in activities with BELS & TL.

**Basic principles**

This Code of Conduct is intended to:

* Ensure young people’s safety and wellbeing.
* Define acceptable behaviour for young people.
* Promote self-respect and self-control.
* Raise young people’s self-esteem and self-confidence.
* Encourage individual responsibility and behaviour.
* Encourage young people to recognise and respect the rights of others.
* Encourage cooperation in all situations.
* Promote the values of honesty, fairness and respect.
* Anticipate and resolve any conflict that may arise.
* Outline the consequences of poor behaviour.

Whilst in the care of BELS & TL, young people are expected to:

* Cooperate with each other in a helpful and friendly manner.
* Listen to each other.
* Respect each other’s differences.
* Try to take part in all activities.
* Treat staff and volunteers with respect.
* Arrive on time and stay for the duration of the session.
* Respect other people’s property.
* Report anything that worries them to their Team Leader.

Whilst in the care of BELS & TL young people should not:

* Take part in bullying behaviour - picking on or ridiculing others.
* Be abusive verbally or physically to others.
* Be under the influence of, or in possession of, alcohol or illegal substances.
* Engage in any sexual activity.

These expectations should always be made visible during the programme.

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| **2. Consequences of Breaching this Code of Conduct** |

It is the responsibility of BELS & TL Staff and Volunteers to ensure that all young people are informed of this Code of Conduct and confirm with them that they have seen, understood and agreed to follow it. Young people must also be made aware of the consequences if they breach the Code.

**Warning Levels**

**Level 1:**

If a young person breaches the Code of Conduct the most appropriate sanction for a minor or first-time breach will be to remind them about the Code and ask them to comply with it. Young people will be given the opportunity to reflect, enabling them to plan a positive response, with support from staff and volunteers.

**Level 2:**

If, having followed the above step, the young person continues to exhibit inappropriate behaviour they should be referred to a senior member of staff who will give them a formal Level 2 warning. Supportive interventions may need to be identified at this stage. The action should be recorded and parents / carers informed.

**Level 3:**

Any further persistent inappropriate behaviour will result in more serious sanction being imposed (e.g. suspension from the Project). This is a Level 3 warning. Again, supportive interventions may need to be identified at this stage. The action should be recorded and parents / carers informed.

**Level 4:**

If these interventions are still not effective in helping the young person to change their behaviour a final Level 4 warning may be needed with further sanctions (e.g. permanent removal from the Project). It may be at this point BELS & TL will discuss with the young person a possible referral for further support from other services.

**Use of Child Protection Procedures**

If staff at BELS & TL become concerned that a young person’s behaviour suggests either that they may be at risk of significant harm or that they may present a risk of significant harm to other young people, BELS & TL’s child protection procedures will be followed and a referral may be made to the local authority children’s social care department.

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| **3. The Role of Parents and Carers** |

BELS & TL welcomes and encourages involvement from parents and carers as valuable partners in promoting positive behaviour. In the event of their child becoming the subject of behaviour sanctions, parents and carers will be informed. In the event of child protection procedures being necessary, discussions with the young person and their family will take place at the earliest opportunity, except in situations where this would possibly endanger a young person’s safety or interfere with a police investigation.

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| **4. Other Documents in this Series** |

This document is one of a series of nine that detail BELS & TL’s strategy for protecting children and young people. The other documents are:

SG1 - Safeguarding Children and Young People

SG2 - Code of Conduct for Adults working with Children and Young People

SG4 - Anti-Bullying Policy and Procedures

SG5 - Procedure for Protecting Children and Young People at possible risk of Abuse

SG6 - Dealing with Allegations made against an Employee or Volunteer

SG7 - Dealing with Allegations made against another Child

SG8 - Guidelines for sharing Confidential Information

SG9 - Guidelines on the Storage and Retention of Records

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| **5. Document Details** |

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Date Released: October 2019 and updated November 2020. (Change of DSOs) and updated January 2022 (change of DSOs and changing to a CIO).

Reviewed January 2023.

Updated 30.1.2024

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VODA North Tyneside