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

|  |
| --- |
| **Arrangement of Sections** |

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

2. The role of staff and volunteers

3. Designated Safeguarding Officers (DSOs)

4. Useful contacts

5. Other documents in this series

6. Document details

|  |
| --- |
| **1. BELS & TL’s Code of Conduct for Adults** |

This Code of Conduct outlines the behaviour expected of Staff, Volunteers and Trustees from BELS & TL, and Staff from other organisations who engage with children and young people through BELS & TL and its activities, including agency staff, interns, students on work placement and self-employed persons subcontracted to undertake specific duties.

**Purpose**

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

**Upholding this code of behaviour**

All members of staff and volunteers are expected to report any breaches of this Code to the Designated Safeguarding Officers (DSOs). Reports may be protected under our Whistleblowing Policy and Safeguarding Policy.

Staff who breach this Code of behaviour may be subject to BELS & TL’s disciplinary procedures. Any breach of the Code involving a Volunteer or member of staff from another agency may result in them being told to leave BELS & TL. (See Volunteer Problem Solving Guide).

Serious breaches may also result in a referral being made to a statutory agency such as the police and the local authority’s children’s social care department.

|  |
| --- |
| **2. The Role of Staff and Volunteers** |

When working with children and young people for BELS & TL, all Staff and Volunteers are acting in a position of trust. It is important that Staff and Volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times.

**When working with children and young people, it is important to:**

* Operate within BELS & TL’s child protection/safeguarding policy and procedures at all times.
* Report any concerns about perceived breach of this code by other Staff or Volunteers.
* Listen to and respect children at all times.
* Avoid favouritism.
* Treat children and young people fairly and without prejudice or discrimination.
* Value and take children’s contributions seriously, actively involving children and young people in planning activities wherever possible.
* Ensure language is appropriate and not offensive or discriminatory.
* Follow the e-safety policy and report any breaches.
* Ensure equipment is used safely and for its intended purpose.
* Provide examples of good conduct you wish children and young people to follow.
* Challenge unacceptable behaviour and report all allegations / suspicions of abuse.
* Ensure that whenever possible, there is more than one adult present during activities with children and young people or, if this isn’t possible, that you are within sight or hearing of other adults.
* Be close to where others are working, ensure other staff know where you and the child are.
* Respect a young person’s right to personal privacy and dignity, ensuring that young people are supported in meeting their own physical care needs wherever possible and safe.
* Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
* Recognise that special caution is required when you are discussing sensitive issues with children or young people.

**You must not:**

* Patronise or treat children and young people as if they are silly.
* Allow allegations to go unreported.
* Develop inappropriate relationships such as contact with children and young people that is not a part of BELS & TL or agreed with the manager or leader.
* Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of BELS & TL represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
* Let children and young people have your personal contact details (mobile number or address).
* Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people, particularly in relation to confidentiality.
* Jump to conclusions about others without checking facts.
* Either exaggerate or trivialise child abuse issues.
* Rely on your reputation or that of the organisation to protect you.
* Take unnecessary risks when common sense, policy or practice suggests a more prudent approach.
* Adopt an attitude of complacency with regard to your own conduct.

|  |
| --- |
| **3. Designated Safeguarding Officers (DSOs)** |

**Current Designated Safeguarding Officers**

**Katherine O’Donnell**

**Gemma Pinkney**

**Deb Walters**

**0191 2635770**

**team@belsnorthtyneside.org,uk**

**Management Committee Safeguarding Representative**

**Charlotte Kennedy**

**0191 2635770**

**charlotte.e.osborne@gmail.com**

|  |
| --- |
| **4. Useful Contacts** |

|  |  |
| --- | --- |
| Local Police | Emergency: 999Non-emergency: 101 |
| North Tyneside CouncilOut of Hours Early Help and Coordination | Office hours: 0345 2000 1010191 20068000191 6438178 |
| NSPCC Helpline | 0808 800 5000 help@nspcc.org.uk |
| Childline | 0800 1111[www.childline.org.uk](http://www.childline.org.uk) |
| Child Exploitation and Online Protection Centre (CEOP) | [www.ceop.police.uk](http://www.ceop.police.uk) |

|  |
| --- |
| **5. 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

SG3 - Code of Conduct for 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

|  |
| --- |
| **6. Document Details** |

Author: Carol Dennison and Charlotte Kennedy

Organisation: Baby Equipment Loan Service & Toy Library, Footprints Day Nursery & Children’s Centre, North Road, Wallsend NE28 8RH

Registered Charity Number. 1196768

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

Updated January 2023 (change of DSOs and minor changes)

Updated 30.1.2024

This document has been adapted with permission from:

VODA North Tyneside