



FRIENDS OF THE FAMILY WINCHESTER LIMITED

CODE OF BEHAVIOUR

Friends of the Family commits to building a safe, open and empowering culture for children and families. Our behaviours are founded on principles of respect, dignity, safety and agency. In all activities provided by Friends of the Family, staff, volunteers and all other representatives must ensure children and vulnerable adults are protected from harm and abuse.

If you have any concerns or questions regarding this code of behaviours, please discuss it with your Project Leader or the DSO.

To go against any of these codes of behaviour is a direct violation of our Safeguarding Policy and may result in disciplinary action.

Staff, volunteers and other representatives should:

- ❖ **Respect** all children and adults and their right to personal privacy
- ❖ **Empower** children and adults to feel that they can speak up, and that their voice matters
- ❖ **Listen and support** all children and adults within the scope of your role
- ❖ **Accept** others who may be different to you
- ❖ **Plan** activities with children to have more than one adult present. Where this is not possible all activities should be in an appropriate public space and pre-agreed with the Project Leader and parent
- ❖ **Inform** your colleague or Project Leader where you are and what you are doing when you are working with children. If plans have to change, you should inform them as soon as possible.
- ❖ **Assess risks** in every element of any project or activity that involves children or vulnerable adults (including online)
- ❖ **Support** all children according to their needs, do not show favouritism
- ❖ **Encourage** feedback from children and adults and support them to share any concerns with you
- ❖ **Report** all concerns, including those which happened a long time ago – take them seriously
- ❖ **Challenge** attitudes, behaviours and actions that contravene this code of behaviour

Staff, volunteers and other representatives must never:

- Engage in any form of sexual activity with anyone under the age of 18
- Take part in inappropriate behaviour with or in the presence of children (including online or via mobile phones)
- Physically, sexually or emotionally harm, or threaten to harm, a child – online or in the real world
- Sleep in the same area as a child with whom you are working with
- Share a changing room or toilet with a child with whom you are working with
- Drink alcohol or use harmful substances when working with children, and never supply these to a child
- Do things of a personal nature for a child that they can do for themselves
- Place children in an unsafe or insecure situations
- Meet with a child outside of the times and terms agreed with the Project Leader

- Use harmful or discriminatory language in front of a child
- Invite or allow a child to visit you at home
- Engage in harmful, discriminatory or bullying behaviour towards a child, adult beneficiary, member of staff, volunteer or other representative
- Engage in any relationship that could be an abuse of trust or power, e.g. a sexual relationship with an adult who participates in, or who's child participates in, our activities
- Allow concerns, allegations or suspicions of abuse to go unreported
- Take or share photos of a child with whom you are working without parental permission and Friends of the Family permission. All photos should be for Friends of the Family use only. If photos are taken and shared with Friends of the Family, they must be deleted from personal devices and associated personal accounts within 24 hours.
- Send private messages to children you've met through Friends of the Family – any contact should go through the parent/carer
- Take a child or children in your car alone unless the travel and destination has been pre-approved by the parent *and* Project Leader. In these instances, the child must always sit in the back seat.
- Connect with a child or parent on social media (inc. Facebook, Instagram, Twitter), for example accepting a friend request or using direct messaging. Staff should always use the official Friends of the Family account to communicate with volunteers or adults via social media.