

Code of Conduct

All adults who work or volunteer with children, young people and adults at risk are accountable for the way in which they behave and for the steps they take to manage risk and safeguard children and adults.

Throughout all our work and activities the best interests of the people we come into contact with are our prime concern

CLAPA is committed to creating a safe environment in which children, young people and adults can feel comfortable and secure while engaged in any CLAPA activity or event. Staff and volunteers should, at all times, show respect and understanding for an individual's right, safety and welfare and conduct themselves in a way that reflects the ethos and principles of CLAPA.

This code of conduct is accepted and signed by all trustees, staff and volunteers within the CLAPA community.

CLAPA issues the following guidelines to all staff and volunteers working with children, young people and adults:

Attitudes - staff and volunteers should be committed to:

- Treating people with respect and dignity
- Always listening to what the person is saying
- Valuing each person
- Recognising the unique contribution each individual can make

Lead by Example – staff and volunteers should endeavour to:

- Provide an example, which they would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person, child or adult
- Respect a person's right to privacy

One to One Contact – staff and volunteers should:

- Avoid, where possible, spending time alone with children or young people, away from others
- Not meet children or young people outside organised activities, unless it is with the knowledge and consent of parents and a senior member of staff
- Ensure that, if privacy is needed, a member of staff is informed of the meeting and its whereabouts
- Not take children or young people alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents, a senior member of staff and after checking whether there is adequate motor insurance cover
- Make sure a staff or family member knows their whereabouts when meeting with an adult within their role

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Physical Contact – staff and volunteers should never:

- Make unnecessary physical contact with any person, particularly children and young people. If physical contact is unavoidable, such as providing comfort for a distressed child, or physical support, for example, in contact sports, it should only take place with the consent of the person.
- Do things of a personal nature for children or young people that they can do for themselves
- Engage in sexually provocative or rough physical games, apart from structured sports activities

General – staff and volunteers should:

- Be aware that their actions may be misinterpreted, no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow themselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes
- Never exaggerate or trivialise safeguarding issues or make suggestive remarks or gestures about, or to someone, even in fun

Relationships – staff and volunteers:

- Who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within CLAPA or the work of the organisation.

Declaration:

I acknowledge my responsibility to protect children.

I have read and agree to follow the

- CLAPA Safeguarding Children and Young People and Adults at Risk Policy
- CLAPA Safeguarding Procedure
- CLAPA Code of Conduct

Signed		Date	
Print name		Role	