

Registered Charity 1195932

**Code of Conduct for all Trustees, Employees and Volunteers**

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| **Date Written** |  June 2021 |
| **Reviewed** | June 2022June 2023June 2024July 2025 – revision made |
| **Review Date** |  June 2026 |
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| **Date Ratified by****Trustees** | 14.07.21  |
| ***SIGNED:*** |
| **Chair of Trustees** |  The hardcopy on file has been signed |

**Principles**

As an adult working for The Sensory Place – whether as a member of staff or a volunteer – you have a responsibility to ensure that **everyone** attending The Sensory Place's activities, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working in The Sensory Place to ensure that:

* their behaviour is appropriate at all times;
* they observe the rules established for the safety and security of children, young people and vulnerable adults;
* they follow the procedures following suspicion, disclosure or allegation of child abuse;
* they recognise the position of trust in which they have been placed; and
* in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate.

All persons who wish to work at The Sensory Place, must accept and understand this policy. They must also agree to put The Sensory Place’s policies on safeguarding children and vulnerable adults into practice.

**Meeting your responsibilities**

To give positive guidance the Code of Conduct (below) provides a list of what you should and should not be doing to help you ensure that:

* the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
* you avoid compromising situations or opportunities for misunderstandings or allegations;
* everyone is treated fairly and has the opportunity to have their voice heard.

**Code of Conduct**

* DO put this code into practice at all times;
* DO treat everyone with dignity and respect;
* DO set a positive and professional example you would wish others to follow;
* DO treat all young people equally - show no favouritism;
* DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
* DO follow recommended adult/young people ratios for meetings and activities;
* DO respect the right to personal privacy of a child, young person or vulnerable adult;
* DO avoid unacceptable situations within a relationship of trust, eg: a sexual relationship with a young person or vulnerable adult over the age of consent;
* DO have separate sleeping accommodation for children, young people and adults in any overnight activity;
* DO allow children, young people and vulnerable adults to talk about any concerns they may have;
* DO encourage others to challenge any attitudes or behaviours they do not like;
* DO make everyone aware of The Sensory Place’s procedures for safeguarding children, young people and vulnerable adults;
* DO remember this code even at sensitive moments, eg: when responding to bullying, bereavement or abuse;
* DO keep other members of staff/volunteers informed of where you are and what you are doing;
* DO remember someone else might misinterpret your actions, no matter how well-intentioned;
* DO take any allegations or concerns of abuse seriously and refer immediately.
* DO NOT trivialise abuse;
* DO NOT form a relationship with a child, young person or vulnerable adult that is anything other than professional as that is an abuse of trust;
* DO NOT permit abusive peer activities, eg: initiation ceremonies, bullying;
* DO NOT engage in inappropriate behaviour or contact - physical, verbal, sexual;
* DO NOT make suggestive remarks or threats to a young person, even in fun;
* DO NOT use inappropriate language whether verbally, in writing, phoning, email or internet;
* DO NOT let allegations, suspicions, or concerns about abuse go unreported;
* DO NOT just rely on your good name to protect you.