

## Code of Conduct Policy (Staff and Visitors)

This code of conduct policy outlines the conduct expected of staff and volunteers from Hakeford Woods Forest School CIC; staff from other organisations; visitors; who engage with children and young people through Hakeford Woods Forest School CIC and its activities. It has been informed by the views of children and young people.

### 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 conduct

- All members of staff and volunteers are expected to report any breaches of this code to Stuart Young (Director of Hakeford Woods Forest School CIC) & if necessary, under child protection procedures.
- Staff and volunteers who breach this code of behaviour may be subject to Hakeford Woods Forest School's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Hakeford Woods Forest School.
- Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

### The role of staff, volunteers & visitors

When working with children, young people and vulnerable adults for Hakeford Woods Forest School CIC 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. It is important to:

- Operate within Hakeford Woods Forest School's principles and guidance and any specific procedures
- Follow the Hakeford Woods Forest School child protection and Safeguarding policy and procedures at all times
- Demonstrate integrity and respect for children and young people
- Act as positive role models and display high standards of behaviour
- Conduct activities in a safe and encouraging way
- Ensure that activities are appropriate to the participants' level of development and understanding
- Recognise the importance of fun
- Be positive, enthusiastic and give feedback in a constructive manner
- Be appropriately dressed for the activity. Refer to the Hakeford Woods Forest School's Clothing Policy for further details.
- Promote effective relationships in which all are accepted, valued and treated equally.
- Be mindful of the need to maintain safety at all times.
- Listen to and respect children and young people at all times
- Avoid favouritism
- Treat children and young people fairly and without prejudice or discrimination

- Place the needs of the children, young people and vulnerable adults, including needs linked to their preferred learning styles, social and behavioural needs at the centre of the Forest School curriculum to maximise individual success and raise self-esteem.
- Value and take children's and young people's contributions seriously, actively involving them in planning activities wherever possible
- Ensure any contact with children, young people and vulnerable adults is appropriate and in relation to the work of the project
- Always ensure language is appropriate and not offensive or discriminatory
- Always 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.
- Give verbal praise to children and young people demonstrating good work, good behaviour, cooperation and good group work.
- 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. Refer to the Hakeford Woods Forest School Ratios Policy for further details.
- Be close to where others are working. If a child or young person specifically asks for or needs some private time with you, ensure other staff should know where you and the child or young person are.
- Respect a child or young person's right to personal privacy.
- Encourage children, 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 though they are silly.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Act in a way that can be perceived as threatening or intrusive.
- Use any form of physical or emotional punishment.
- Allow bullying or bad behaviour by children, young people or adults.
- Take children or young people alone into rooms or on car journeys.
- Do things of a personal nature that children or young people can do for themselves.
- Let allegations a child or young person make go unchallenged, unrecorded or not acted on.
- Let children and young people have your personal contact details (mobile number, address or social media contact details).
- Develop inappropriate relationships such as contact with children, young people or vulnerable adults that are not a part of the work of Hakeford Woods Forest School.
- Allow or engage in inappropriate touching.
- Conduct a sexual relationship with, 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, young person or vulnerable adult using the services of Hakeford Woods Forest School represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances.
- Make inappropriate promises to 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.

Should a member of staff accidentally hurt or distresses a child in any way or the child misunderstands something which that person has done it should be reported as soon as possible to the Safeguarding Designated Lead or Deputy Safeguarding Designated Lead. The incident should also be noted on a Hakeford Woods Forest School Near Miss, Incident & Accident Reporting Form. Parents or carers should be informed of the incident and asked to sign the form as per the Near miss, Incident & Accident Reporting Policy.

Approved



**Stuart Young (Managing Director)**

Adopted on **(24/11/2018)**      Review Date **(24/11/2019)**