



Registered Charity No. 1135718

## **VOLUNTEER AND STAFF CODE OF CONDUCT**

## Volunteer & Staff Journey

Anyone interested in volunteering or working for ASD Family Help (ASDFH) will:

- Have an informal chat with the Volunteer/Staff Manager
- Complete an application form
- Have a formal interview (if applying to be paid staff)
- Attend/observe a trial session
- Complete a DBS form (return to Volunteer/Staff Manager)
- Have a review with the Volunteer/Staff Manager after approx. 4 sessions
- Sign a staff contract or volunteer agreement (as applicable)
- Attend induction training (booked via Volunteer/Staff Manager)
  - May attend activities before training whilst awaiting training dates
  - Once training completed will receive ASDFH uniform and badge
  - Before training, if a volunteer is unsure or concerned about anything they can refer to the Activity Leader immediately (if during an activity) or to the Volunteer/Staff Manager.

## Useful Policies and Procedures

Useful policies and procedures that you should make yourself familiar with:

- Volunteer and Staff Code of Conduct
- Safeguarding Policy (Adults & Children)
- Online Safeguarding Policy
- Complaints Procedure
- Phone and Social Media Policy
- Communication Policy
- Online Meetings Expectations Policy
- Professional & Personal Boundaries Policy
- Activity Responsibility documents (Activity Staff)
- Working with Clients on a 1-2-1 (Support Staff)
- Lone Worker (Support Staff)
- Mental Health and Wellbeing Policy
- Behaviour Policy (Children & Adults)
- Whistle blower Policy
- Equal Opportunities Policy
- Data Protection Policy
- Health & Safety Policy

Those highlighted in **blue** are available online using this link:

<https://asdfamilyhelp.org/index.php/for-staff>

All other documents are kept on our Microsoft OneDrive account.

## Volunteer & Staff Role

Volunteers and staff are responsible for:

- receiving training and up to date information regarding Covid19
- extra cleaning requirements regarding Covid19
- responsible for the PPE they are given and letting us know when that has run out and they require more

Volunteers and staff provide support within ASDFH sessions for autistic adults and children (or related support needs) and their families and carers.

This support may include:

- Interaction with children, young people, adults and siblings
- Interacting with families and carers
- Practical tasks within the session (food prep, setting up, tidying up)
- Participate in activities within a group setting
- Role modelling appropriate interaction and participation
- Other tasks as directed by the Activity Leader

In addition, each of our main activities has an **Activity Responsibilities document**. This lists the individual duties relevant to specific activity sessions.

If volunteers or staff are asked, by the child/young person or family, to undertake additional duties (other than those agreed to with the Activity Leader or set out in the Activity Responsibilities documents), you must say no.

Instructions must come via the ASDFH Activity Leader, to ensure that we are working within our public liability insurance.

Volunteers and staff are subject to a trial period of 4 sessions, followed by a review. At the review, the volunteer/member of staff or the Volunteer/Staff Manager may request reassignment to a different role or determine unsuitability for a position within ASDFH.

ASDFH has the right to dismiss any volunteer or staff member. Grounds for dismissal may include, but are not limited to:

- Gross misconduct
- Being under the influence of drink or drugs whilst working
- Theft of property
- Abuse or mistreatment of clients
- Failure to abide by ASDFH policies and procedures
- Failure to perform duties satisfactorily, or meet physical or mental standards for performance

## **Behaviour, Reputation and Appearance**

All staff and volunteers have a responsibility to safeguard the welfare and best interests of children or young people. They should adopt high standards of personal conduct to maintain the confidence and respect of their peers, children and young people as well as the public in general. Staff and volunteer's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting or bring ASDFH into disrepute.

A t-shirt is provided as uniform, which must be worn at all activities. A person's dress and appearance are matters of personal choice and self-expression. However, staff and volunteers must ensure they are dressed professionally, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

For example, wearing high cut shorts to an activity with young children or teenagers present or to a martial arts activity is unlikely to be appropriate or wearing flip-flops to many of our activities, may not be the best choice of footwear for safety and practicality.

Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must under no circumstance be brought into ASDFH sessions.

Social networking sites and blogging are extremely popular. Staff and volunteers must not post material which damages the reputation of ASDFH or which causes concern about their suitability to work with children and young people.

Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

ASDFH prohibits the involvement of staff or volunteers from any form of social networking with children and young people on their personal accounts.

ASDFH staff may choose to set up an ASDFH account to communicate with parents/carers or some young people – but these accounts should follow the protocol of 'Name Asdfamily' (where possible) and the password of this profile given to the Charity Manager/Safeguarding Lead for monitoring purposes.

If there is any doubt about whether communication with children or young people is appropriate, advice should be sought from the Volunteer/Staff Manager or the Safeguarding Lead/Charity Manager.

## **Volunteer & Staff Support**

ASDFH will support you in your volunteering or paid work by:

- Providing induction training to prepare you for your role
- Running additional training to further your knowledge
- Sending you on additional training (if required)
- Providing support from the Volunteer/Staff Manager and Project Manager.
- Reimbursing your expenses (if appropriate)