

CODE OF CONDUCT

This Code of Conduct forms part of:

- The contract of employment, as a member of staff, or
- The contract/agreement to work as a volunteer (including trustees), or
- The placement contract/agreement as a student, secondee, work experience person, or
- The contract/agreement as a contractor, as necessary

On joining ASD Family Help; staff, volunteers and others are expected to adhere to our policies and procedures including this Code of Conduct.

Definitions

Individual - means staff, volunteers (including trustees), students, those on work experience and contractors

The Code of Conduct

Individuals must:

1. Ensure that their behaviour, either in or out of the workplace, does not compromise their position within the work setting or bring ASDFH into disrepute.
2. Carry out the roles & responsibilities of the job satisfactorily (and able to meet physical or mental standards of performance)
3. Carry out the roles & responsibilities as part of a team (where applicable)
4. Only carry out duties as instructed by the Activity Leader or your Manager within sessions (do not undertake additional duties as asked by child/young person/family at sessions). Duties instructed by Activity Leaders/Managers will fall within our Public Liability and Employee Liability Insurance.
5. Maintain high standards of personal and professional conduct including sensitivity to the cultural context of the work being undertaken
6. Treat all children and adults at risk with respect including respect for diversity
7. Work in partnership as a whole charity and with other organisations to ensure that everything possible is done to safeguard and promote the welfare of children and adults at risk
8. Report any incidents or concerns that cause them to believe that a child or an adult at risk is, or is likely to be at risk of significant harm in line with ASDFH Safeguarding policy/procedure.
9. Adhere to policies and guidance on online-safety and social media activity
10. Co-operate with any vetting and recruitment requirements appropriate to role
11. Ensure that whenever possible there is more than one adult present during activities with children or vulnerable adults, or at least you are within sight or hearing of others. Unless the reason for this has been firmly established and agreed with your manager
12. Report any safeguarding allegations against any individual in line with ASDFH procedures
13. Report any breaches of this Code to a line manager
14. Complete all training as required within the timelines given
15. Be responsible for any PPE they are given and advise line manager when they require more
16. Be responsible for any equipment they are given (including First Aid kit where applicable) and look after this equipment, letting the line manager know if there are any issues/faults with the equipment or if any items need replacing.

17. Be responsible in regards to Health & Safety by taking reasonable care of your own Health & Safety, following the charity's Health & Safety policy/procedure and other instructions, taking care not to put others in danger (colleagues, children, vulnerable adults, parents/carers, members of the public etc) & report any hazards, illnesses or injuries
18. Be responsible for turning up on time to any sessions/activities you are assigned to (and letting your Manager know in advance if you are unable to make it).

It is not permissible (and in some instances, may be unlawful) for an individual to:

1. Engage in, or attempt to engage in, sexual relations or sexually inappropriate relationship with a child or vulnerable adult
2. Make sexually suggestive or derogatory remarks or gestures to, or in the presence of a child or vulnerable adult
3. Use their status or position to groom, form, or promote relationships with any child or vulnerable adult, either face to face or online, which are of a sexual nature, or which may become so
4. Exchange money, employment, goods or services for sexual favours
5. Bring personal property of a sexually explicit nature such as books, magazines, DVDs or material on any electronic media into ASDFH sessions
6. Accept significant gifts/incentives from governments, beneficiaries, donors, suppliers or others
7. Allow individuals to gain access to children or adults at risk, without having completed the appropriate checks and processes
8. Encourage or assist others to break the law in any way
9. Post material which damages the reputation of ASDFH, creates a conflict of interest or causes concern about suitability to work with children, young people and vulnerable adults
10. To engage in any form of social networking with children, young people, vulnerable adults or their parents/carers on your personal account (except where a relationship previously existed and this has been raised and discussed as a 'conflict of interest' with the Charity Manager or Board of Trustees
11. Engage in any form of sexual harassment
12. Use their position to intimidate, bully, threaten, injure, discriminate against, coerce or undermine any child or vulnerable adult
13. Either exaggerate or trivialise child or adult abuse
14. Invite a child or vulnerable adult or other service user who has been met through ASDFH work/volunteering into their home (or personal space if residential)
15. Carry out duties whilst affected by alcohol, solvents or drugs
16. Be in the possession of, or profit from the sale of, illegal goods or substances
17. Possess abusive images of any children or vulnerable adult
18. Be alone with children or vulnerable adults away from ASDFH premises/sessions. (Such as taking them on trips unaccompanied by other adults or transporting them alone (unless it is part of a work plan authorised by a manager with the consent of parents/carers)
19. Breach confidentiality or seek information to which you have no right of access
20. Engage in activities either in the work environment or home life or online which might damage the reputation of ASDFH and undermine our work/support or our responsibility to safeguard children and adults at risk
21. Engage in theft or deliberate damage to any property belonging to ASDFH or it's users.
22. Engage in any abuse or mistreatment of clients

Gifts (Anti-Bribery)

The acceptance of gifts and hospitality is sensitive and actions can easily be misconstrued. Accepting gifts can negatively influence other individuals/team morale and potentially become a safeguarding issue (especially where the gift is from a child or vulnerable adult). Large or expensive gifts must in particular can generate false expectations from the service user and change the nature of the relationship. They may also lead to a feeling of obligation by the other person. Be sensitive to the possibility that the giver may think that even small gifts or simple hospitality will bring a more prompt service or preferential treatment.

Please use the following guide to judge whether or not you should accept a gift and use this guide to explain to the person if you need to. If you are unsure, you must consult the Charity Manager.

1. Individuals must not receive any gifts, donations, or services from our service users or their parents/carers.
2. Individuals should not accept gifts or hospitality from anyone who is, or may be in the foreseeable future, tendering for any contract with ASDFH, seeking employment with us, or in dispute with us, even if the individual is not directly involved.

Exceptions to this:

1. Individuals may accept small “thank you” gifts of token value (not more than £10) and where possible should be shared with the maximum/all individuals within the team/charity.
2. Individuals may accept handmade gifts (in particular with consideration to children & vulnerable adults)
3. Individuals may accept gifts (not more than £10) received for the team.
4. Individuals may accept gifts (not more than £1000) received on behalf of the maximum/all individuals within the charity.

Individuals must report immediately (in writing if requested to do so) any offer of hospitality made to them. The manager will make sure it is entered in the hospitality register.

If the Charity Manager denies permission to accept a gift, it must be returned.

Clothing & Appearance

Individuals should adopt high standards of personal conduct to maintain the confidence and respect of their peers, children, young people, vulnerable adults, parents/carers and the public in general.

A person’s dress and appearance are matters of personal choice and self-expression, however individuals should ensure they take care be dressed professionally, safely and appropriately for the tasks and the work they undertake and their clothing/appearance should:

- Not likely to be viewed as offensive, revealing, or sexually provocative
- Not distract, cause embarrassment or give rise to misunderstanding
- Be absent of any political or otherwise contentious or discriminatory slogans
- Wear their uniform at all sessions/activities (T-shirt is provided)

Conflict of Interest

A conflict of interest is any situation in which an individual's interests or loyalties could, or could be seen to, prevent you from making a decision only in the best interests of the charity.

If a situation looks like a conflict of interest, then it is best to treat it as one.

As soon as you are aware of any conflict of interest, you must raise it with the Charity Manager or if you are a trustee, with the Board of Trustees.

At all committee meetings, the board will be asked to declare any conflict of interests before the meeting continues. During that meeting if a conflict of interest is raised, the relevant person must remove themselves from the meeting for the duration of the item(s) with a conflict of interest.

Conflicts could arise in a variety of scenarios (relationships, financial, competitive or confidential). Some examples could be:

- You sell to, or buy from a client
- You have a personal relationship with a client already (alternative arrangements can be made for a different staff/volunteer to take over)
- Working/volunteering for a business/charity that is in competition with ASDFH (particularly if you have access to budgetary information/decisions for either party)
- You are given or have access to confidential information about a client from another work/volunteering role
- Hiring an unqualified relative/friend to provide services to ASDFH
- Failing to disclose that you are related to a job candidate that ASDFH is considering
- Failing to disclose that you are having a romantic relationship with a supervisor or subordinate

Consequences of breaching

Any breach of the Code of Conduct may result in adverse consequences for the individual. These will vary depending on the position of the individual and the nature of the work/volunteering that they perform:

- For employees, it may result in disciplinary action or dismissal
- For volunteers, it may result in ceasing the volunteering activity
- For contractors, it may result in cancellation of the contract
- For students or those on work experience it may result in the placement being terminated


Where a safeguarding allegation is made against an individual it may also be necessary to take action under our Managing Safeguarding Allegations Against Staff and Volunteers Procedure and/or Disciplinary Procedures. This could include reporting to the Disclosure & Barring Service a relevant professional registration body, children's social care, adult social care and/or the police.

ASDFH cannot contractually require an individual to adhere to the Code outside of their work or volunteering for us, however, an individual's conduct outside their work/volunteering may be taken into consideration in respect of internal procedures and may therefore have employment and volunteering implications for members of staff and volunteers.


Brian Vaughan (Safeguarding Trustee England) (Feb 22, 2024 21:24 GMT)

Jane Stevens (Safeguarding Trustee Wales)
Jane Stevens (Safeguarding Trustee Wales) (Feb 28, 2024 14:40 GMT)

Cathy Roberts
Cathy Roberts (Feb 22, 2024 17:44 GMT)


Dave Gander (Chairman) (Feb 22, 2024 17:10 GMT)