**CODE OF CONDUCT**

**POLICY**

**Principles**

As an adult working with Diverse Leap, whether as a trustee or volunteer, you have a responsibility to ensure that everyone attending Diverse Leap activities, particularly children, young people and vulnerable adults, are protected from harm. We also want to ensure that all of us within Diverse Leap operate in a safe, effective, harmonious and transparent working environment.

Diverse Leap has thus established this Code of Conduct which sets out the responsibility of each adult working in the charity to ensure that:

* their behaviour is appropriate at all times;
* they observe the Charity’s Safeguarding Policy established for the safety and security of children, young people and vulnerable adults;
* they recognize the position of trust in which they have been placed;
* they accept that they play a vital part in honing the reputation of the charity, and
* relationships formed with beneficiaries and colleagues are appropriate.

All persons who wish to work with Diverse Leap must accept and understand this policy. If there is any transgression of the Code of Conduct, then the individual is likely to be asked to withdraw from Diverse Leap activities.

**Meeting your Responsibilities**

To give positive guidance, the Code of Conduct (below) provides a list of “dos and don’ts” 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; and
* you avoid compromising situations which could result in misunderstandings or allegations.

**POINTS OF CONTACT FOR CODE OF CONDUCT ISSUES**

Anyone who has any queries over Code of Conduct issues should contact Diverse Leap as soon as practical. Under normal circumstances, contact should be made by e-mail to [diverseleap@gmail.com](mailto:diverseleap@gmail.com). This account is monitored at least daily. However, in safeguarding cases requiring immediate intervention, the Designated Safeguarding Lead, Dr Richard Castle, should be contacted via 07939 332695.

**DIVERSE LEAP CODE OF CONDUCT**

**√ DO** put this code into practice at all times;

**√ DO** treat all colleagues and beneficiaries with Dignity and Respect;

**√ DO** set an example you would wish others to follow;

**√ DO** treat all people equally;

**√ DO** respect the right to personal privacy of colleagues and beneficiaries;

**√ DO** encourage others to challenge any attitudes or behaviours they do not like;

**√ DO** ensure you are familiar with the Diverse Leap Safeguarding Policy;

**√ DO** avoid unacceptable situations within a relationship of trust, e.g. a sexual relationship with a young person or vulnerable adult;

**√ DO** ensure that you are in control of your conduct and that your behaviour is not influenced by any intake of alcohol or non-prescription drugs;

**√ DO** avoid being drawn into inappropriate attention-seeking behaviour, e.g.: tantrums, emotional crushes and exaggerated responses;

**√ DO** remember this code, even at sensitive moments, e.g.: when responding to bullying, bereavement or abuse;

**√ DO** keep other members of the team/volunteers informed of where you are and what you are doing when engaged on Diverse Leap activities;

**√ DO** remember someone else might misinterpret your actions, no matter how well-intentioned; and

**√ DO** take any allegations or concerns over abuse or bullying seriously and refer any such issue to a trustee immediately.

***X* DO NOT** trivialize abuse, bullying or harassment;

***X* DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;

***X* DO NOT** form a relationship with a colleague that involves any degree of coercion;

***X* DO NOT** permit abusive peer activities, e.g.: initiation ceremonies;

***X* DO NOT** engage in any inappropriate physical, sexual or verbal contact or behaviour;

***X* DO NOT** use inappropriate language that could harm the reputation of Diverse Leap in writing, verbally or on social media;

***X* DO NOT** seek to have contact with any media outlet or to speak on behalf of the Diverse Leap unless authorized by a trustee to do so;

***X* DO NOT** let allegations, suspicions, bullying or any contravention of this code go unreported; and

***X* DO NOT** accept money or other gifts from beneficiaries (unless to do otherwise would cause serious personal offence) or other persons (e.g.; journalists). If a gift is accepted or offered, it needs to be reported to a trustee without delay.

**STATEMENT OF AGREEMENT TO DIVERSE LEAP CODE OF CONDUCT**

**(To be signed by all staff and volunteers prior to commencement of work)**

I have read carefully and understand the Diverse Leap Code of Conduct and hereby agree to abide by its requirements and commit to upholding the standards of conduct required to support Diverse Leap’s aims, values and mission.

I will treat all people with respect and dignity. I will respect peoples’ rights and children’s rights and will not engage in any form of sexual, or emotional abuse of any person of any age. I will not have sexual relations with children (defined as under 18 years old) and I will not have sexual relations with beneficiaries whilst working for Diverse Leap. I will not exchange offers of employment, money or services for sexual or material favours.

I will not work under the influence of alcohol and I will not use, or be in possession of, illegal substances while on duty for Diverse Leapt. I will also ensure that any prescribed medications do not affect my judgement whilst on duty.

I will act against any form of corruption. I will not offer or accept gifts, and/or bribes. When the giving and acceptance of gifts is cultural practice, I will politely reject monetary or inappropriate gifts from beneficiaries, governments, donors, suppliers and other persons which are offered to me personally as a result of my association with Diverse Leap. I will account for all Diverse Leap money and property (e.g., office equipment, phones, emails) entrusted to my care.

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I will not communicate externally in Diverse Leap’s name without prior agreement and will always seek authorisation from the Diverse Leap Founder or a trustee

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I will avoid any unnecessary risk to the safety and welfare of myself and others. This includes being conscious of the risks to my own mental health and wellbeing.

I will notify Diverse Leap of any criminal convictions (unspent under the provisions of the Rehabilitation of Offenders Act 1974, as subsequently amended), inclusion on the Sex Offenders Register, pending charges or current investigations prior to association with Diverse Leap. I will also notify Diverse Leap of any professional or criminal investigations that arise during my association with the charity’s activities.

I will promote human rights for those experiencing mental health challenges and will ensure that support is provided regardless of the gender, age, nationality, race, beliefs, sexual orientation or socio-economic background of the recipients. I will fully respect the culture and customs of the beneficiaries. Priorities are decided on the basis of need alone.

Name………………………………………........................................................................................

Signature…………………………………………... Date ………………………………………………