

Forming Connections

Code of Conduct



Last reviewed: 30/09/2025

Next review due: 30/09/2025

Policy owner: Education Director

Applies to: All staff, associates, contractors, volunteers, and trustees

1. Purpose and Scope

This Code of Conduct sets out the standards of behaviour expected of everyone who represents **Forming Connections**, whether as an employee, contractor, associate, trustee, or volunteer.

It applies to all activities, including:

- Delivery of training, workshops, and consultancy
- Interactions with children, young people, and vulnerable adults
- Online and in-person communications
- Representing the organisation in external contexts

The purpose of this Code is to:

- Promote a safe, respectful, and inclusive environment
 - Protect children, young people, vulnerable adults, and staff
 - Uphold our organisational values
 - Comply with legal and safeguarding responsibilities
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2. Our Core Values

This Code of Conduct is grounded in our core values:

1. **Safety First:** We create environments where people can settle, connect, and thrive.
 2. **Whole-Person Understanding:** We look beneath behaviour to understand needs.
 3. **Empowerment Through Knowledge:** We share science compassionately and practically.
 4. **Relational Integrity:** We model trust, respect, and co-regulation in every interaction.
 5. **Sustainable Inclusion:** We build cultures of belonging, not just checklists.
 6. **Embodied Practice:** We live the wellbeing values we teach.
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3. General Behaviour Expectations

Everyone representing Forming Connections is expected to:

- Act with **professionalism, honesty, and integrity** always.
 - Treat all individuals with **dignity, kindness, and respect**, regardless of background or identity.
 - Uphold and model our **safeguarding responsibilities**.
 - Maintain **appropriate professional boundaries** with participants and colleagues.
 - Behave in a way that **protects the reputation** of Forming Connections.
 - Cooperate fully with investigations or procedures when required.
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4. Safeguarding Responsibilities

All staff, associates, and volunteers must:

- Familiarise themselves with and follow the **Safeguarding Policy**.
- Report **any safeguarding concerns or disclosures immediately** to the Designated Safeguarding Lead (DSL) and **not promise confidentiality** to a child or vulnerable adult.
- Never ignore signs of abuse or unsafe behaviour.
- Complete mandatory safeguarding training and refreshers.

Any breach of safeguarding responsibilities may result in disciplinary action and/or referral to external authorities.

5. Professional Boundaries

Maintaining appropriate professional boundaries is essential to protect both participants and staff. You must:

- **Avoid personal relationships** with children, young people, or vulnerable adults you work with.
 - Never use your position to **intimidate, coerce, manipulate, or abuse** anyone.
 - Keep interactions with participants **focused on the professional purpose** of your role.
 - Not exchange personal contact details, social media connections, or private messages with children or vulnerable adults.
 - Avoid giving or accepting personal gifts, except small tokens of appreciation that are declared and approved.
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6. Communication and Use of Technology

- Use **professional and respectful language** in all communications, whether written, verbal, or online.
- Do not share confidential information via insecure channels.

- Personal use of devices during working hours should be kept to a minimum and never interfere with your responsibilities.
 - When communicating with children, young people, or vulnerable adults online, always use **approved organisational platforms** and follow safeguarding protocols.
 - Social media posts must not bring the organisation into disrepute, disclose confidential information, or breach professional boundaries.
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7. Equality, Diversity & Inclusion

All representatives of Forming Connections must:

- Treat everyone fairly and without discrimination.
 - Value and celebrate diversity.
 - Actively contribute to creating inclusive learning and working environments.
 - Challenge discriminatory language, behaviour, or practices.
 - Follow the **Equality, Diversity & Inclusion Policy**.
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8. Confidentiality and Data Protection

- Respect the privacy of all participants, colleagues, and partners.
 - Only collect, use, or share personal information in line with the **Data Protection Policy** and UK GDPR.
 - Do not discuss confidential matters in public or inappropriate settings.
 - Report any **data breaches or confidentiality concerns** immediately.
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9. Conflict of Interest

- Disclose any actual or potential **conflicts of interest** (e.g. outside employment, personal relationships, financial interests) to the Director.
 - Avoid situations where personal interests could improperly influence professional decisions or actions.
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10. Health, Safety & Wellbeing

- Take reasonable care for your own health and safety and that of others.
 - Follow health and safety procedures and risk assessments during all activities.
 - Report hazards, accidents, or unsafe practices promptly.
 - Prioritise self-awareness and wellbeing in line with our **Embodied Practice** value.
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11. Breach of the Code

Failure to follow this Code of Conduct may result in disciplinary action, termination of contracts, or referral to external authorities (e.g. DBS, police) if appropriate.

Examples of serious breaches include (but are not limited to):

- Safeguarding failures or abuse
- Harassment, bullying, or discrimination
- Confidentiality breaches
- Misuse of organisational resources or reputation
- Criminal behaviour

All breaches will be investigated fairly and in line with relevant policies.

12. Acknowledgement and Agreement

All staff, contractors, associates, volunteers, and trustees must read this Code of Conduct and sign to confirm their understanding and commitment to follow it.

Name: _____

Role: _____

Signature: _____

Date: _____

Approved by:

Name: Brenda Keirnan

Role: Education Director

Date: 30/09/2025