

Swallowtails
Staff Code
of
Conduct

SWALLOWTAILS



Company number 15787098
Registered In England and Wales

Approved by	Director
Initial Ratification	18/03/2025
Next review due	18/03/2026

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Introduction

In this code of conduct we set out what the acceptable standards of behaviour are for all staff and volunteers at our organisation. We all have a duty of care to safeguard the children we work with. All staff and volunteers are made aware of this Code of Conduct during their Induction Programme.

If the organisation suspects, or becomes aware, that a staff member/volunteer has breached the code of conduct, the organisation will address this in accordance with the Disciplinary Policy.

Confidentiality

All staff are

- Made aware about what information can be shared and when
- Expected to treat information received about a child in a discreet and confidential manner

Behaviour

All staff will:

- Treat all children with respect and dignity
- Not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- Ensure that children's welfare is always paramount
- Act in a professional way and be a positive role model
- Recognise that the behaviour or actions in their personal life could compromise their position in the workplace and indicate unsuitability to work with children (examples of such behaviour are misuse of drugs, misuse of alcohol or acts of violence)

Dress and Appearance

All staff need to

- Dress in a way appropriate for their work role
- Dress in a way which could not be viewed as offensive or sexually provocative
- Dress in a way which could not cause embarrassment, distract, or cause a misunderstanding

Gifts, rewards and favouritism

All staff will:

- Ensure that gifts given or received are declared to the directors
- Only give low value gifts to children if it is part of an agreed reward system
- Not accept any gifts which could be seen as a bribe

Online Safety

Staff will

- Not add parents or children to their personal social media accounts
- Not give out your personal contact information to children or parents
- Not list the name of the organisation you work for on their social media accounts
- Follow the rules for personal mobile phone usage and personal smart watch usage as set out in the safeguarding policy and online safety policy
- Only use equipment in the organisation to communicate with children and parents
- Be sure to adhere to all the procedures in our online safety policy
- Ensure that any online content being shown to children has been checked beforehand and is age appropriate.
- Report any inappropriate online content found to the safeguarding lead
- Be clear to children about the purpose of taking photos and videos
- Do not take photos or videos in 1-1 to situations
- Only use the organisation's equipment to capture photos and videos
- Ensure signed parental consent is in place beforehand
- Ensure the child knows why the images are being taken and that they have agreed, do not carry on if they are uncomfortable or have said no

Physical Contact

Staff need to be mindful that physical contact can be misconstrued by the child or an observer and must:

- Always be prepared to report and explain their actions
- Be aware of cultural or religious views on touch
- Follow the guidelines in the safeguarding policy about physical touch

One to one Situations

Swallowtails is committed to minimising occurrences of 1 to 1 working with children but recognises that this will occasionally happen. In this case Swallowtails and its staff will:

- Ensure that risk assessments have been carried out and this 1-1 working has been agreed.
- Avoid meeting a child in remote or secluded area
- Always report situations where a child becomes angry or distressed
- Inform other colleagues and or parents beforehand if doing 1-1 working

Transporting Children

When staff transport children in their own vehicle they will:

- Ensure it is roadworthy, insured and taxed
- Behave in a way that always remains professional
- Ensure all passengers are wearing seatbelts
- Ensure they are fit and healthy to drive

Off Site Visits

When taking children on visits off site staff will:

- Always behave professionally
- Read and take into account the risk assessment both for the activity and the child

Intimate/Personal Care

Swallowtails will endeavour to minimise the need for staff to carry out intimate/personal care. However, if personal care is required staff will:

- Ensure Swallowtails procedure for intimate/personal care is followed
- Make other staff aware of the task being carried out
- Explain to the child what is happening

Reporting Concerns

All staff must

- Listen to, and act upon, any disclosures, allegations or concerns about the welfare of children
- Ensure it is immediately reported if a child demonstrates inappropriate behaviour towards an adult or another child
- Be responsible for reporting any safeguarding concerns
- Ensure they report any behaviour by colleagues which raises concerns