



Safeguarding Code of Conduct

This Code of Conduct should be considered in conjunction with the Safeguarding Policy and Whistleblowing policy

Dementia Active seeks to support people who have a dementia diagnosis and as a result of the illness are deemed vulnerable. Vulnerability is the condition of being unable to protect oneself against significant harm or exploitation.

This code of conduct outlines the behaviour expected of everyone working for or visiting Dementia Active in whatever capacity.

We hope that by following this code you will understand and maintain the standard of behaviour expected of you; help to protect the vulnerable people that we work with from abuse and inappropriate behaviour and reduce the possibility of unfounded allegations of abuse being made against you.

Working With Vulnerable People

When working with vulnerable people we are acting in a position of trust and must act in an appropriate manner at all times. The following list provides a guide as to what we consider to be important and appropriate.

- Avoid favouritism and treat all members fairly and without prejudice or discrimination.
- Encourage and support members to interact during the activities, try not to speak for them unless they give you permission to do this.
- Listen to and respect people at all times.
- Ask about personal preferences such as forms of address or how much help a person might need to carry out an activity.
- Never assume that because a person is not contributing verbally to group conversations that they are not understanding what is going on in the group.
- Do not make promises or commitments to members on the assumption that they will not remember what has been said.
- Value and take everyone's contributions seriously, actively involving members in planning activities wherever possible.
- Ensure your language is appropriate to members' ages and abilities, and not offensive or discriminatory.
- Respect a person's right to personal privacy.
- Do not assume a person needs physical contact when distressed, always ask first whether they would like a hug, or their hand held. Likewise do not withhold physical contact because of concerns that this may be misinterpreted by others. As long as it is clear that the reason for touching someone is to give comfort and you ensure that it occurs within the group and never in private there is no room for misinterpretation.

- Encourage members to feel comfortable enough to point out attitudes or behaviour they do not like.
- Recognise that special caution is required when you are discussing sensitive issues for instance family relationships, childhood experiences.
- Always ensure equipment is used safely and for its intended purpose.
- Ensure that members' personal belongings are kept safe.
- If a member loses something refrain from checking pockets, handbags etc unless requested to. Ensure that this is done in front of another member of the team.
- Seek advice from your Group Leader/CEO/Safeguarding Lead if you are uncomfortable with something you have experienced in your role.

Under no circumstances must the following ever occur:

- Developing an inappropriate relationship or personal friendship with a Dementia Active member.
- Making private arrangements to meet members or their families outside of the group setting.
- Linking up with a member on any social media platform or messaging or emailing.
- Giving your personal contact details (mobile number, email or home address) to any member.
- Offering personal care to someone (for instance assisting a member in the toilets) if this is not part of your agreed role and therefore you do not have an enhanced DBS check.
- Administering any prescribed medication unless this is an agreed part of your role.
- Offering your own personal medication to members e.g. pain relief.
- Discussing any information about a member or their family with anyone who is not involved with Dementia Active. Members' rights to privacy are paramount. This boundary is not always easy to keep in a small town where people have a wide circle of contacts, but it must be adhered to.
- Patronising or treating Dementia Active members as if they are silly by virtue of their illness.
- Making sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of members or to other members of your team.
- Acting in a way that could be perceived as threatening or intrusive when trying to persuade a member to do something they would prefer not to do.
- Conducting a sexual relationship with a Dementia Active member or indulging in any form of sexual contact regardless as to whether it was felt that the member had invited this. Any such behaviour by anyone working for the charity would be seen as gross misconduct (see Disciplinary Policy) and would if after a 5 day period of investigation found this to be true - lead to instant dismissal.
- Allow allegations about abuse or misconduct to go unreported.
- Coming to work in a group while under the influence of alcohol or drugs.
- Coming to work smelling of alcohol even though this has been consumed the evening before.
- Drinking alcohol at Dementia Active events e.g. Christmas parties..
- Giving or receiving gifts from members (other than token presents at Christmas or birthday celebrations).
- Giving or receiving gifts of money directly from members.
- Lending or borrowing money from members.
- Selling to/buying from a member
- Taking photographs of activities is prohibited unless it is a defined part of your role.

Upholding this Code of Conduct

All members of staff and volunteers are expected to abide by these guidelines and report any observed breaches of this code to Melissa Fazackerley Safeguarding Lead, as soon as is possible.

Action in the event of a breach of this Code of Conduct

Staff may be subject to disciplinary procedures.

Any serious breaches may result in a referral being made to a statutory agency such as the police or the Oxfordshire Adults Safeguarding Board.

Melissa Fazackerley

Safeguarding Lead

23/5/21

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