

The Dragonfly Programme  
Staff Code  
of  
Conduct



Company number 15787098  
Registered In England and Wales

Approved by	Directors
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# Contents

**Introduction**

**Confidentiality**

**Behaviour**

**Dress and Appearance**

**Gifts, rewards and favouritism**

**Online Safety**

**Physical Contact**

**One to one situations**

**Transporting Children**

**Off Site Visits**

**Intimate/Personal Care**

**Reporting Concerns**

## **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**

TDP is committed to minimising occurrences of 1 to 1 working with children but recognises that this will occasionally happen. In this case TDP 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**

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

- Ensure TDPs 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