



Code of Conduct for Staff and Volunteers

Elite Studio (EA) Ltd

Policy Headings	Expectations
Introduction (Always include an introduction at the start of your policy)	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.
Safer Working Practices It is important that your Code of Conduct promotes safer working practices in your organisation.	There are some examples of safer working practices below which could be covered within a code of conduct (this is only guidance, include only what is relevant to your own organisation and what the expectations are on staff/volunteers). For further guidance can also refer to the following document in the Safer Member area of our website 'Safer Working Practice Guidance'. Here are some examples of Safer Working Practices: ● Confidentiality ● Behaviour ● Dress and appearance ● Gifts, rewards, and favouritism ● Online Safety (including Photography, Videos, Mobile Phones, Smart Watches) ● Physical contact ● One to one situations ● Transporting children ● Trips and outings ● Intimate/Personal Care ● Reporting concerns The following safer working practices above form the basis for our Code of Conduct.
Confidentiality	-You must be clear about what information can be shared and when. -You are expected to treat information received about a child in a discreet and confidential manner. -You must seek advice from the safeguarding lead if you are in doubt about sharing information.
	-You will treat all children with respect and dignity. -You must not use your position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people. -You will ensure that children's welfare is always paramount.

<i>Behaviour</i>	-You are expected to always act in a professional way and be a positive role model. -You must recognise that the behaviour or actions in your personal life could compromise your 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. -You must recognise that the behaviour of your partner or family members may raise questions about your suitability to work with children. -Smoking/Vaping should be away from site
<i>Dress and appearance</i>	-You need to dress in a way appropriate for your work role. -Do not dress in a way which could be viewed as offensive or sexually provocative. -Do not dress in a way which could cause embarrassment, distract, or cause a misunderstanding. -All staff members are expected to maintain a high standard of personal hygiene at all times. While perspiration is a natural bodily function and may present challenges for some individuals, it is important to take appropriate measures to manage personal hygiene effectively. Deodorants and running water are readily available for staff use. The organization is committed to supporting staff in addressing any hygiene-related concerns and encourages open communication on this matter. As our work involves close contact with clients, it is essential to remain mindful of their comfort and well-being, and to prioritize personal hygiene to uphold a professional and respectful environment for both colleagues and clients.
<i>Gifts, rewards and favouritism</i>	-Always ensure that gifts given or received are declared to your manager. -Only gives gifts to children if it is part of an agreed reward system but these must be low value items. -Do not accept any gifts which could be seen as a bribe.
<i>Online Safety</i>	-Do not add parents or children to your personal social media accounts. -Do not give out your personal contact information to children or parents. -Do not list on your social media accounts the name of the organisation you work for. - I will 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. -When inappropriate online content is found report to the safeguarding lead immediately. -When taking photos and videos of children be clear to them about the purpose of the activity. -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.
<i>Physical Contact</i>	-Be mindful that physical contact can be misconstrued by the child or an observer. -Always be prepared to report and explain your actions. -Be aware of cultural or religious views on touch. -Ensure you understand the physical touch guidelines for our organisation.
<i>One to one situations</i>	-Ensure if lone working 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.
<i>Transporting Children</i>	-If using your own vehicle ensure it is roadworthy, insured and taxed. -Ensure your behaviour always remains professional. -Ensure all passengers are wearing seatbelts. -Ensure you are fit and healthy to drive.
<i>Trips and Outings</i>	-Ensure your behaviour always remains professional. -Undertake and follow the risk assessment.
<i>Intimate/Personal Care</i>	-Ensure you follow the organisation's procedure for intimate/personal care. -Make other staff aware of the task you are carrying out. -Explain to the child what is happening. -Consult with the safeguarding lead and parents if the procedure could not be followed or completed with the reasons why.
<i>Reporting Concerns</i>	-You must listen to, and act upon, any disclosures, allegations or concerns about the welfare of children. -If a child demonstrates inappropriate behaviour towards you ensure this is reported immediately. -Be responsible for reporting any safeguarding concerns. -Ensure you report any behaviour by colleagues which raises concerns. -All staff are expected to read our Safeguarding Policy.
I confirm that I have read and understood the Code of Conduct, which I will adhere to.	

I understand if I breach the Code of Conduct, this will be addressed in accordance with the Organisation’s Disciplinary Policy.

Name:

Signed:

Date: