

APP A – COLWALL ORCHARD GROUP (COG) BEHAVIOUR CODE FOR ADULTS

The purpose and scope of behaviour code

This behaviour code outlines the conduct that COG expects from all our volunteers. This includes trustees and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect all from abuse.

COG is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of volunteers

In your role at COG, you are acting in a position of trust and have a duty of care towards anyone we work with. You are likely to be seen as a role model by people we work with and are expected to act appropriately. We expect people who take part in our services to display appropriate behaviour at all times.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children and vulnerable adults
- providing a safe environment for children and vulnerable adults
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and taking action when necessary.
- following our principles, policies and procedures including our policies and procedures for safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for all to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the chair or deputy of the trustees
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
- this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- if you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat all people fairly and without prejudice or discrimination
- understand that all are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- be patient with others
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that there is a designated responsible adult present during activities with children and young people

Inappropriate behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke/vape, consume alcohol or use illegal substances
- develop relationships with children and young people which would contravene the safeguarding policy and this code
- make promises to children and young people which you cannot keep, given the safeguarding policy and guidelines
- engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive

- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved in a way which is outside of this code, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave COG. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to chair or deputy chair of the trustees. If necessary, you should follow our whistleblowing procedure and safeguarding procedures.