



Code of Conduct Policy

Part of the BYO Conduct and Behaviour Policy Suite

Britannia Youth Organisation CIC is a Community Interest Company registered in England and Wales.
Company No. 12515346 | Registered Address: 36 St Joseph's Rd, Ward End, Birmingham, B8 2JU

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Document Details	Information
Policy Title	Code of Conduct Policy
Version	2.0
Effective Date	17 June 2025
Review Date	17 June 2026
Owner	Designated Safeguarding Lead
Approved By	Hassan Kingsley, Governor
Cross-References	Safeguarding Policy Framework, Child Protection Procedures, Adult Safeguarding Procedures, Managing Allegations about Staff and Volunteers, Anti-Bribery and Corruption Policy, Whistleblowing Policy, Digital Safeguarding Policy, Social Media Policy, Recruitment, Selection and Onboarding Policy, Code of Behaviour Policy

1. Introduction

In keeping with its vision and values, The Britannia Youth Organisation is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. The safeguarding of young people and others with whom we come into contact is our absolute priority, and this Code of Conduct must be read alongside our [Safeguarding Policy Framework](#).

This Code of Conduct details The Britannia Youth Organisation's expectations of all personnel in key areas to help ensure we maintain the highest standards of professional and personal conduct.

Important Distinction: This Code of Conduct applies to staff and volunteers. For behavioural expectations for young people using our services, see our [Code of Behaviour Policy](#).

2. Scope and Purpose

This Code of Conduct applies to all:

- **Staff:** All contracted employees of The Britannia Youth Organisation (full-time, part-time, temporary, and contract workers)
- **Volunteers:** All individuals who freely give their time to support BYO's activities without payment (who must sign up to this policy as part of their onboarding agreement)
- **Partners, contractors and suppliers:** Through adapted agreements

Recruitment Note: All individuals covered by this policy undergo appropriate vetting as detailed in our [Recruitment, Selection and Onboarding Policy](#) and [Vetting and DBS Policy](#).

The purpose of this Code of Conduct is to set out the conduct expected of all Britannia Youth Organisation personnel. For employees, this Code forms part of all contracts of employment.

Application

This Code applies both during working hours and outside of work where conduct could impact upon:

- The safety and well-being of young people, staff, volunteers or service users
- Your suitability to work or volunteer with The Britannia Youth Organisation
- The reputation of The Britannia Youth Organisation

Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal or termination of volunteer agreement.

Allegations Management: Concerns about staff or volunteer conduct are handled through our **Managing Allegations about Staff and Volunteers** policy.

3. Mission and Values

Our Charitable Objects:

- The relief of financial hardship, either generally or individually, of people living in the UK by giving advice, assistance, and support that fulfils their needs
- To provide facilities to educate young people through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life be improved
- To promote peace, tranquillity and inclusivity, exclusively in the United Kingdom through the building and maintenance of youth centres which would also serve as educational institutions

Values Framework: Our organisational values are detailed in our **Organisational Values and Inclusion Framework** and **Equality, Diversity and Inclusion Policy**.

4. Code of Conduct Standards

As a Britannia Youth Organisation employee/volunteer, I will:

1. Uphold the Integrity and Reputation of The Britannia Youth Organisation

- I will treat all people fairly with respect and dignity
- I will ensure my professional and personal conduct is consistent with The Britannia Youth Organisation's values and standards
- I will seek to ensure that my conduct does not bring The Britannia Youth Organisation into disrepute and does not impact on or undermine my ability to undertake my role
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on The Britannia Youth Organisation premises or whilst representing the organisation

Anti-Corruption: I will maintain the highest standards of integrity as detailed in our **Anti-Bribery and Corruption Policy**.

2. Not Engage in Abusive or Exploitative Conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or adult
- I will not emotionally or psychologically abuse a child or adult
- I will not engage in bullying or harassment of any kind

Safeguarding: Any concerns about abusive conduct must be reported immediately following our **Child Protection Procedures** or **Adult Safeguarding Procedures** as appropriate.

Bullying: Our commitment to preventing bullying is outlined in our **Anti-Bullying Policy**.

3. Ensure the Safety, Health and Welfare of All Personnel and Service Users

- I will adhere to all legal and organisational health and safety requirements
- I will comply with security guidelines and be proactive in informing management of any necessary changes
- I will behave in a manner to avoid unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work
- I will follow all safeguarding procedures and report any concerns immediately
- Health and Safety: Full requirements are detailed in our Health and Safety Policy and Offsite Visits Policy.

4. Be Responsible for the Use of Information, Assets and Resources

- I will use The Britannia Youth Organisation's assets and resources responsibly and will account for all money and property
- I will not use The Britannia Youth Organisation's IT equipment, software, email or social media platforms to engage in illegal activity or activity that encourages conduct that would constitute a criminal offence, including material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use The Britannia Youth Organisation's IT equipment to view, download, create, distribute or save inappropriate or abusive material including but not limited to pornography or depictions of child abuse
- I will handle personal data responsibly and in accordance with data protection legislation

Digital Conduct: Detailed guidance on appropriate use of technology is provided in our **Digital Safeguarding Policy** and **Social Media Policy**.

Data Protection: Information handling requirements are outlined in our **Data Protection Policy**.

5. Perform My Duties and Conduct My Private Life to Avoid Conflicts of Interest

- I will declare any financial, personal or family interests in matters of official business which may impact on the work of The Britannia Youth Organisation
- I will not be involved in awarding benefits, contracts, employment or promotion to any person with whom I have financial, personal or family interests
- I will seek permission before agreeing to nomination as a prospective candidate or official role for any political party
- I will not accept significant gifts or remuneration from governments, communities, donors, suppliers or other persons offered as a result of my employment/volunteering with The Britannia Youth Organisation

Anti-Bribery: Guidance on gifts, hospitality and conflicts of interest is detailed in our **Anti-Bribery and Corruption Policy**.

6. Uphold Confidentiality

- I will exercise due care in all matters of official business, and not divulge confidential information relating to colleagues, work-related matters or sensitive information unless legally required to do so
- I will respect the privacy and confidentiality of service users
- I will only share information on a need-to-know basis and in accordance with our policies

Information Sharing: Guidance on when and how to share confidential information, particularly for safeguarding purposes, is provided in our **Child Protection Procedures** and **Adult Safeguarding Procedures**.

5. Professional Boundaries

As staff and volunteers working with young people and vulnerable adults, I will maintain appropriate professional boundaries by:

- **Maintaining appropriate relationships** with service users that are professional, boundaried and do not exploit the position of trust
- **Avoiding inappropriate personal relationships** with current service users
- **Being transparent** about any interactions with service users outside of BYO activities
- **Respecting privacy** and not entering service users' homes unless for legitimate professional reasons and with appropriate safeguards
- **Using appropriate communication** channels and avoiding personal social media contact with service users
- **Seeking guidance** when unsure about appropriate boundaries

Professional Boundaries: Additional guidance is available through the **Designated Safeguarding Lead (DSL)** and training programs.

6. Reporting Concerns and Complaints

All Britannia Youth Organisation personnel are obligated to bring to the attention of the **Designated Safeguarding Lead (DSL)** or senior management any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code.

Key Contacts

Designated Safeguarding Lead (DSL): Joshua William Hall

- Mobile: 07925 328 728
- Email: joshuahall@britanniayo.com

Deputy Designated Safeguarding Lead (DDSL): Hassan Alexander Kingsley

- Mobile: 07597 874 222
- Email: hassankingsley@britanniayo.com

Reporting Process

For safeguarding concerns:

- Report immediately to DSL/DDSL following Child Protection Procedures or Adult Safeguarding Procedures

For general conduct concerns:

- Report concerns to your line manager
- If you feel uncomfortable reporting to your line manager (for example, if you feel the report will not be taken seriously, or if that person is implicated in the concern), you may report to the DSL or senior management
- All personnel receiving reports are obliged to action or refer the report immediately as per The Britannia Youth Organisation's Managing Allegations about Staff and Volunteers policy

For complaints about services:

- Follow procedures outlined in our Complaints Policy

Whistleblowing Protection: Personnel reporting concerns in good faith are protected by our **Whistleblowing Policy**. If you feel unable to report through normal channels, alternative reporting options are available.

7. Training and Support

All staff and volunteers will receive:

- **Induction training** on this Code of Conduct
- **Regular safeguarding training** as outlined in our Safeguarding Policy Framework
- **Ongoing professional development** to maintain high standards
- **Support and guidance** from managers and the DSL when needed

Training Requirements: Specific training requirements are detailed in our **Recruitment, Selection and Onboarding Policy** and **Safeguarding Policy Framework**.

8. Disciplinary Procedures

Breaches of this Code of Conduct will be dealt with through:

- **Informal resolution** where appropriate and proportionate
- **Formal disciplinary** procedures for more serious breaches
- **Immediate suspension** where there are safeguarding concerns
- **Referral to external agencies** (police, regulatory bodies) where required

Allegations Management: Procedures for handling allegations against staff and volunteers are detailed in our **Managing Allegations about Staff and Volunteers** policy.

9. Declaration

In accepting my appointment/volunteer role, I undertake to discharge my duties and regulate my conduct in accordance with the requirements of this Code of Conduct.

I understand that:

- This Code of Conduct forms part of my terms of employment/volunteer agreement
- Breaches may result in disciplinary action up to and including dismissal/termination
- I have a duty to report concerns about others' conduct
- I am protected when reporting concerns in good faith
- I will receive appropriate training and support to meet these standards

Name: _____

Signature: _____

Date: _____

Position/Role: _____

10. Related Policies

This policy should be read alongside:

- Safeguarding Policy Framework
- Child Protection Procedures
- Adult Safeguarding Procedures
- Managing Allegations about Staff and Volunteers
- Code of Behaviour Policy (for service users)
- Anti-Bribery and Corruption Policy
- Whistleblowing Policy
- Digital Safeguarding Policy
- Social Media Policy
- Anti-Bullying Policy
- Health and Safety Policy
- Offsite Visits Policy
- Recruitment, Selection and Onboarding Policy
- Vetting and DBS Policy
- Complaints Policy
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Organisational Values and Inclusion Framework

Document Control:

- This policy will be reviewed annually or following significant incidents
- All changes must be approved by the Board of Directors
- Staff and volunteers will be notified of any updates and required to re-sign acceptance
- This policy is part of BYO's comprehensive safeguarding framework

Reviewed by:



Hassan Kingsley, Governor

Date: 17/06/2025

Next Review Date: 17/06/2026

This policy forms part of BYO's commitment to safeguarding and should be read alongside our complete Safeguarding Framework.

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