

Flip The Script YOUTH CIC

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

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| Document: | CODE OF CONDUCT FOR STAFF AND VOLUNTEERS |
| Owner: | Lylas Flora & Kyra Palma, Directors & DSL |
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1. PURPOSE

This Code of Conduct sets out the standards of behaviour expected from all FTS Youth CIC staff and volunteers when working with children and young people. It is designed to protect both young people and staff by establishing clear professional boundaries.

2. CORE PRINCIPLES

All staff and volunteers must:

- Put the welfare and safety of children and young people first
- Treat all young people with respect and dignity
- Set a good example in conduct, language, and behaviour
- Be professional, fair, and consistent
- Maintain appropriate professional boundaries
- Promote equality and not discriminate

3. EXPECTED BEHAVIOURS

3.1 Professional Relationships

- Always maintain professional boundaries with young people
- Avoid favouritism or showing special attention to individuals
- Do not develop personal relationships with young people
- Respect young people's right to privacy

3.2 Communication



- Use appropriate language at all times
- Do not use offensive, discriminatory, or sexually suggestive language
- Challenge inappropriate behaviour or language from others
- Communicate with young people only through official channels
- Do not exchange personal contact details with young people

3.3 Social Media and Online Contact

- Do not accept friend requests or follow young people on personal social media
- Do not communicate with young people through personal accounts
- Be mindful that your online presence reflects on the organisation
- Report any inappropriate online contact from young people

3.4 Physical Contact

- Avoid unnecessary physical contact with young people
- When physical contact is necessary (e.g., first aid, comfort), ensure it is appropriate and explained
- Never use physical punishment
- Do not engage in rough physical games

3.5 One-to-One Situations

- Avoid being alone with a young person in a closed space
- If unavoidable, keep the door open and inform another colleague
- Position yourself where you can be seen by others
- Be aware of safeguarding risks in isolated situations

4. PROHIBITED BEHAVIOURS

The following are strictly prohibited:

- Developing sexual or inappropriate relationships with young people
- Making sexually suggestive comments or gestures
- Consuming alcohol or illegal substances when working with young people
- Smoking when with young people (including vaping)



- Sharing personal problems or intimate details of your life
- Giving gifts or rewards without organisational approval
- Transporting young people in your personal vehicle without authorisation
- Taking photographs of young people on personal devices
- Inviting young people to your home
- Meeting young people outside of organised activities

5. SAFEGUARDING RESPONSIBILITIES

All staff and volunteers must:

- Recognise signs of abuse and report concerns immediately
- Follow safeguarding procedures at all times
- Attend safeguarding training as required
- Keep safeguarding information confidential
- Challenge poor practice or concerning behaviour

6. CONFIDENTIALITY AND INFORMATION SHARING

- Respect confidentiality but understand that safeguarding overrides confidentiality
- Only share information on a need-to-know basis
- Do not discuss young people's personal information inappropriately
- Follow data protection procedures

7. EQUALITY AND INCLUSION

- Treat all young people fairly regardless of background or characteristics
- Challenge discrimination, bullying, or harassment
- Promote inclusive practice
- Respect cultural and religious differences

8. MANAGING BEHAVIOUR

- Use positive behaviour management strategies
- Be calm and consistent when managing challenging behaviour



- Never use physical punishment or degrading treatment
- Report serious incidents to senior staff
- Follow our Behaviour Management Policy

9. DECLARATION

I have read, understood, and agree to follow this Code of Conduct. I understand that breaches may result in disciplinary action, including dismissal.

Signed: _____

Name: _____

Date: _____

