

**Staff Code of Conduct**

As staff at Bee-Leaf Project it is important that you are aware of the issues surrounding Child Protection. Bee-Leaf Project has a duty of care to help protect you and the young people you will be working with. The following is Bee-Leaf Project’s Code of Conduct. Please make sure you read it thoroughly.

This Code of Conduct should also be read alongside the following policies;

* Child Protection, Safeguarding Children and Vulnerable Adults Policy
* Online Safety, Use of Mobile Phones and Technology Policy
* Grievance Policy
* Disciplinary Policy
* Drug and Alcohol misuse policy
* Equality and Diversity Policy
* Health and Safety Policy
* Safe Driving Policy

**Staff should**

* Do what you can to ensure that your young person is safe.
* Treat everyone equally with the same fairness and respect you would expect to be treated with.
* Respect and make efforts to understand your young person’s background, culture and traditions and be aware certain behaviour may offend his/her beliefs.
* Discourage negative or abusive attitudes or behaviour where possible (e.g. ridicule, racism, swearing, exclusion, bullying).
* Inform young people if their behaviour is inappropriate but also support them to understand and adapt this
* Be aware that you are a role model for the young people you are working with and act in accordance with this
* Do not disclose your personal social media details to children, young people and families. You may use the company social media accounts for this purpose.
* Report any concerns, issues or Safeguarding matters to the relevant member of the Senior Leadership Team quickly and accurately
* Ensure your own protection wherever possible. Be aware of situations and incidents that may expose you to risk.
* Do not meet or make contact with a young person outside the designated hours and location of the pre booked session unless directly related to your work with the young person, or if in the case of an emergency or crisis situation without informing a member of the Senior Leadership Team
* Keep your mobile phone on during an event in case we need to contact you, but keep it on a discreet setting
* Be responsible for and committed to your own learning and development, including prioritising attendance at and preparation for supervision.

Reviewed: 17.01.25