

SPECIMEN STAFF/VOLUNTEER CODE OF CONDUCT

As a (staff member/volunteer) with (Organisation Name), I will

- Treat all children and protected adults with respect, dignity, and fairness, regardless of their background, abilities, or characteristics and ensure their views are considered and valued in decisions that affect them.
- Be professional at all times, always acting in the best interests of children and protected adults and avoiding any actions that may negatively affect their safety or well-being.
- Conduct all activities within the boundaries of my role and responsibilities, adhering to all relevant legal and ethical standards.
- Establish and maintain appropriate boundaries with children and protected adults, ensuring interactions are professional, respectful, and without any form of exploitation or abuse.
- Avoid engaging in any behaviour that may be misinterpreted, inappropriate, or harmful.
- Respect the confidentiality of personal information relating to children and protected adults, sharing it only on a need-to-know basis and in accordance with legal requirements and data protection regulations.
- Report any concerns or disclosures promptly to the designated person, maintaining confidentiality while ensuring appropriate action is taken.
- Use clear, appropriate, and respectful language when communicating with children and protected adults, ensuring they understand information provided.
- Report any and all safeguarding concerns or incidents in accordance with our Safeguarding Policy, ensuring prompt action is taken to protect the safety and well-being of children and protected adults. I will cooperate fully with any investigations or inquiries by relevant authorities or agencies.
- Stay informed about current legislation, policies, and best practices in order to fulfil your role effectively. To do this, I will anticipate in regular training and professional development opportunities related to safeguarding, child protection, and the well-being of protected adults.

BREACHING THE CODE

Any breach of this Code of Conduct will be taken seriously and may result in disciplinary action, up to and including termination of employment or termination of volunteer engagement.

Signed:

Date: