



CODE of CONDUCT

Working with children, young people and vulnerable adults, promoting good practice and a safeguarding culture

Starpic Project

The following are a guide to helping create a safe and protective culture for young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the Starpic Project Safeguarding Policy.

Practice to be encouraged:

- Treat all children, young people, adults with respect and dignity
- Involve young people and service users in the decisions that affect them
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people and vulnerable adults (e.g. not sharing tents, shower facilities or having an inappropriate or intimate relationship)
- When organising events and meetings for children, young people and vulnerable adults or their attendance at events/meetings, the following information/documentation should be requested by Starpic Project staff in relation to each person attending the event/meeting:
 - A Consent Form for all events or specific activities;
 - Contact details for the family/guardians, including emergency contact numbers;
 - Information relating to any special issues, needs or requirements (e.g. medical, health, diet, language assistance)
- Use a reporting form to keep a clear note of any incidents or concerns
- If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.
- Every activity, event or session should be risk assessed to maintain the safety of attendees
- When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities



Practice to be avoided:

- Workers should not give lifts in their car to individual children, young people, vulnerable adults or travel alone with them. Where not doing this would compromise **Starpic Project** Health and Safety Policy (e.g. leaving a person alone at a venue) you should attempt to phone the parent/guardian of the person to confirm what you will be doing. You should also ask the young person or vulnerable adult to sit in the back seat.
- Workers should not take young people or vulnerable adult to their home or that of another worker
- Workers should avoid situations where they are alone with a young person or vulnerable adult. Where a private meeting alone with a young person or vulnerable adult is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person or vulnerable adult participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member/volunteer
- Workers should not use their own '**personal**' electronic communications (e.g. mobile phones, social networking sites) for contacting young people, unless agreed by the director of Starpic Project.

Unacceptable practice:

- Invading the privacy of children, young people or vulnerable adults when they are toileting or showering, changing or dressing.
- Inappropriate physical or sexually provocative games
- Sharing sleeping accommodation with an individual child, young person or vulnerable adult
- Making sexually suggestive comments about or to a child or vulnerable adult even in fun
- Inappropriate and intrusive touching of any form
- Scape-goating or ridiculing a child, young person or vulnerable adult
- Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged
- Any form of physical punishment
- Illegal use of drugs
- Use of alcohol during an event
- Bullying of any form, including name calling or constant criticism
- 'Picking on' a person because of their family background, manner of dress or physical characteristic
- Racism or sectarianism of any form
- Favouritism and exclusion - all people should be equally supported and encouraged
- Abusive language or gestures

If any of the following occur you must **report** it to the **Starpic Project Safeguarding Officer**

- A young person or vulnerable adult is hurt
- He/she/they seems distressed in any manner
- A young person or vulnerable adult appears to be sexually aroused by your actions
- A young person or vulnerable adult misunderstands or misinterprets something you have done
- An allegation is made about you or a colleague