



OJC Code of Conduct

For anyone who is undertaking duties for the organisation, whether paid or unpaid

The purpose and scope of this behaviour code

This behaviour code outlines the conduct that the OJC expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code is there to help us protect children and young people/vulnerable adults from abuse. The OJC is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at the OJC you are acting in a position of trust and authority and have a duty of care towards the children and young or vulnerable people we work with. You are likely to be seen as a role model and are expected to act appropriately. We expect people who take part in our provision to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children and young or vulnerable people
- providing a safe environment
- . ensuring equipment is used safely and for its intended purpose
- . having good awareness of issues to do with safeguarding and taking action when appropriate.
- following our principles, policies and procedures
- staying within the law at all times
- modelling good behaviour for others to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the Designated Safeguarding Lead
- reporting all concerns about abusive behaviour, following our safeguarding procedures; this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young or vulnerable people

You should:

- listen to and respect young or vulnerable people at all times

- value and take user's contributions seriously, actively involving them in planning activities wherever possible
- respect a young or vulnerable person's right to personal privacy as far as possible
- . if you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children and young or vulnerable people fairly and without prejudice or discrimination
- understand that people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

When working with children and young or vulnerable people, you should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues.
- ensure your contact with children and young or vulnerable people is appropriate and relevant to the nature of the activity you are involved in.
- ensure that whenever possible, there is more than one adult present during activities with children and young people
- . if a situation arises where you are alone with a child or young person/vulnerable person, ensure that you are within sight or can be heard by other adults
- . if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

When working with children and young or vulnerable people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young or vulnerable people
- make inappropriate promises to children and young or vulnerable people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young or vulnerable person
- let children and young or vulnerable people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account

- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young or vulnerable people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children or young or vulnerable people.

Upholding this code of behaviour

You should always follow this code of behaviour and not rely on your reputation or that of the OJC to protect you. If you become aware of any breaches of this code, you must report them to the Designated Safeguarding Lead. (safeguarding@ojc-online.org.uk) If necessary, you should follow safeguarding and child protection procedures.