



## Code of conduct

This behaviour code outlines the conduct that all representatives at The Orchard will uphold. This includes anyone who is undertaking any duties for either organisations, whether paid (employed or self-employed) or unpaid.

### **The purpose and scope of behaviour code:**

The behaviour code is there to help to protect children and young people (and their families and carers) from abuse. It has been informed by the views of children and young people (and their families and carers). The Orchard is responsible for making sure everyone taking part in tutoring or enabling 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:**

The Orchard recognises that we are acting in a position of trust and authority and have a duty of care towards the children and young people (and their families and carers) we work with.

The Orchard recognise that tutors / enablers are likely to be seen as role models by young people and will always act appropriately.

The Orchard expects any staff or volunteers who take part in tutoring / enabling services to always display appropriate behaviour. This includes behaviour that takes place outside of the organisation and behaviour that takes place online.

### ***The Orchard, and any staff or volunteers are responsible for:***

- Prioritising the welfare of children and young people (and their families and carers).
- Providing a safe environment for children and young people (and their families and carers), ensuring equipment is used safely and for its intended purpose.
- Having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
- Following the principles, policies, and procedures, including the policies and procedures for safeguarding and child protection, whistleblowing, and online safety.
- Staying within the law at all times.

- Modelling good behaviour for children and young people (and their families and carers) to follow.
- Challenging all inappropriate behaviour.
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.
- Respecting children and young people (and their families and carers).

***The Orchard will:***

- Always listen to and respect children.
- value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible, if it is necessary to break confidentiality to follow child protection procedures, this will be explained to the child or young person at the earliest opportunity.

***The Orchard will:***

- Treat children and young people (and their families and carers) fairly and without prejudice or discrimination.
- understand that children and young people (and their families and carers) are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability, and religious belief systems, and appreciate that all children and young people (and their families and carers) bring something valuable and different to each session.
- Challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

**Appropriate relationships.**

***The Orchard will:***

- Promote relationships that are based on openness, honesty, trust, and respect.
- Avoid showing favouritism.
- Be patient with others.
- Exercise caution when discussing sensitive issues with children or young people.
- Ensure any contact with children and young people (and their families and carers) is appropriate and relevant to the nature of the activity.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.

## Inappropriate behaviour.

*When working with children and young people (and their families and carers), The Orchard will 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 people (and their families and carers).
- Make inappropriate promises to children and young people (and their families and carers).
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Let children and young people (and their families and carers) have 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 could be perceived as threatening or intrusive.
- Patronise or belittle children and young people (and their families and carers).
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people (and their families and carers).

More information can be found at [Behaviour management and codes of conduct | NSPCC Learning](#)

NSPCC Helpline 0800 800 5000

