**[Name of Faith Institution]**

Registered Charity Number: xxxxxx

**Template Code of Behaviour**

**for Trustees, Staff and Volunteers working with children**

This code of behaviour outlines the conduct expected of trustees, staff and volunteers of [Name of Faith Institution] (“the Charity”) who engage with children through the Charity’s activities.  It is based on the NSPCC’s Example Behaviour Code for adults working with children, which can be seen here:

<https://learning.nspcc.org.uk/media/1586/behaviour-code-adults.pdf>

In this document the word ‘children’ or ‘child’ means anybody who has not yet reached their 18th birthday.

**Who does this code of behaviour apply to?**

It should be signed and adhered to by:

* all trustees; and
* all staff and volunteers whose role involves engaging with children

It can also be signed and adhered to by anybody who works at the Charity – whether paid or unpaid - who has any engagement with children.

Following this code will both help to protect children; and help trustees, staff and volunteers to maintain the standard of behaviour expected of them; and reduce the possibility of unfounded allegations of abuse being made against them.

**The role of staff and volunteers**

All staff and volunteers working with children for the Charity are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children, and must act in an appropriate manner at all times.

This Code of Behaviour is approved and endorsed by the board of trustees.

We are committed to reviewing this Code and good practice regularly and following any safeguarding incidents.

This Code of Behaviour was last reviewed on:

…………………………………………….. (date)

Signed:

………………………………………………

[this should be signed by the most senior person within your organisation)

**[Name of Faith Institution]**

Registered Charity Number:xxxxxx

**Code of Behaviour for trustees, staff and volunteers working with children**

**Please sign at the foot of the document.**

**When working with children and young people, I confirm that:**

1. **Responsibilities**

**I will:**

* prioritise the welfare of children
* provide a safe environment for children
* ensure equipment is used safely and for its intended purpose
* have good awareness of issues to do with safeguarding and child protection and take action where appropriate
* follow the Charity’s safeguarding policy and procedures and this Code at all times;
* stay within the law at all times
* model good behaviour for children to follow
* challenge unacceptable behaviour and report any breaches of this Code to the Charity’s Designated Safeguarding Lead or Deputy Safeguarding Lead;
* report concerns about abusive behaviour in line with our safeguarding policy

1. **Rights**

**I will:**

* treat children and young people fairly and without prejudice or discrimination
* challenge discrimination and prejudice
* understand that children are individuals with individual needs
* respect differences in gender, sexual orientation, culture, ethnicity, disability and religious belief
* encourage both children and adults to speak out about attitudes or behaviour that makes them uncomfortable

1. **Relationships**

**I will:**

* promote relationships that are based on openness, honesty, trust and respect
* avoid favouritism
* be patient with others
* exercise caution when discussing sensitive issues with children
* ensure any contact with children and young people is appropriate and in relation to the work of the Charity;
* ensure that whenever possible, there is more than one adult present during activities with children or, if this isn’t possible, that I am within sight or hearing of other adults.
* if a child specifically asks for or needs some individual time with me, ensure other staff or volunteers know where the child and I am
* Only provide personal care in an emergency and make sure there is more than one adult present if possible (*unless personal care is part of your role and you have been trained to do this safely*).
* turn off and not bring out any mobile phones or other electronic devices when working with children

1. **Respect**

**I will:**

* listen to and respect children at all times;
* 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 you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child at the earliest opportunity

1. **Unacceptable behaviour**

**I will not:**

* allow concerns or allegations to go unreported
* take unnecessary risks
* smoke, consume alcohol or use illegal substances
* develop inappropriate relationships with children
* make inappropriate promises to children, including around confidentiality
* distribute any unapproved learning materials to the children
* engage in behaviour that is in any way abusive
* have any form of sexual contact with a child or young person
* inflict any form of corporal or emotional punishment
* let children have my personal contact details (mobile number, email or 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
* make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to - or in front of - children
* either exaggerate or trivialise child abuse issues;
* rely on my reputation or that of the Charity to protect me

If I behave inappropriately, I understand that I will be subject to the Charity’s disciplinary procedures and, depending on the seriousness of the situation, may be asked to leave the Charity.

I also understand that a referral will be made to statutory agencies such as the police and/or the local authority children’s social care department, the Charity Commission, and the Disclosure and Barring Service where appropriate, and that relevant information about the incident(s) will be held by the Charity in line with the Charity’s policy on child protection records and retention.

Signed:

Name:

Date: