



## THE AYLSHAM COMMUNITY TRUST (FAMILIES)

### CODE OF CONDUCT POLICY

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Ratified by the TACT (Families) Trust Board on: 30<sup>th</sup> September 2024

Signed: .....

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#### **The purpose of this policy statement**

This behaviour code outlines the conduct that The Aylsham Community Trust (Families) (TACT (Families)) 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 conduct code is there to help us protect adults and young people from abuse. TACT (Families) is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of conduct, and that they understand the consequences of inappropriate conduct.

#### **The role of staff and volunteers**

In your role at TACT (Families) you are acting in a position of trust and authority and have a duty of care towards the adults and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who take part in our services to display appropriate conduct at all times. This includes conduct that takes place outside our organisation and conduct that takes place online.

#### **Responsibility of staff and volunteers**

You are responsible for:

- prioritising the welfare of adults and young people
- providing a safe environment for adults and young people
- ensuring equipment is used safely and for its intended purpose

- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures
- including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for adults and young people to follow
- challenging all inappropriate conduct and reporting any breaches of the conduct code to J Tuttle or K Garnham
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
- this includes inappropriate behaviour displayed by an adult or young people and directed at anybody of any age

## **Respecting adults and students**

You should:

- listen to and respect adults and students at all times
- value and take adult and young people contributions seriously
- respect an adult and students' right to personal privacy as far as possible – however safeguarding policy and procedures must be followed at all times

## **Diversity and Inclusion**

You should:

- treat adults and young people fairly and without prejudice or discrimination
- understand that adults and students 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 TACT (Families)
- challenge discrimination and prejudice
- encourage adults and young people to speak out about attitudes or behaviour that makes them uncomfortable

## **Appropriate relationships**

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 with adults or students
- ensure your contact with adults and young people is appropriate and relevant to the nature of the activity you are involved in

## **Inappropriate relationships**

When working with adults and young 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 adults and young people
- make inappropriate promises to adults and young people
- engage in behaviour that is in any way abusive
- let young 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 adults and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of adults and young people

### **Upholding this code of conduct**

You should always follow this code of conduct and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave TACT (Families). We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to J.Tuttle or K Garnham. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.