



Code of Conduct Policy

This code of conduct outlines the behaviours expected of all Trustees, Volunteers, Members, Visitors or anyone working paid or unpaid on behalf of Wiltshire Adopters – Networking, Development & Support (W.A.N.D.S).

This code is based on principles of inclusion, demonstrating universal acceptance and promoting a sense of belonging. It is an attitude and approach that embraces diversity and promotes equal opportunities.

Following this code of conduct will help to protect children, young people and vulnerable people from abuse and inappropriate behaviour from others. It will also help Trustees, Volunteers, Visitors and anyone working paid or unpaid on behalf of W.A.N.D.S, to maintain the standards of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

All Trustees, Volunteers, Members, Visitors or anyone working paid or unpaid on behalf of W.A.N.D.S are expected to report any breaches of this code to a Trustee, referring to our Safeguarding and Equal Opportunities Policy.

Trustees, Volunteers, Members, Visitors or anyone working paid or unpaid on behalf of W.A.N.D.S who breach this code of conduct may be subject to W.A.N.D.S disciplinary procedures. Any breach of the code involving a Visitor or Volunteer from another agency may result in them being asked to leave the W.A.N.D.S commissioned project or activity.

Serious breaches may also result in a referral being made to a statutory agency such as the Police, Local Authority and/or the Independent Safeguarding Authority.

When working paid or unpaid with children, young people and vulnerable people for W.A.N.D.S all Trustees, Volunteers, Members and Visitors are acting in a position of trust. It is important that Trustees, Volunteers, Members and Visitors are aware that they may be seen as a role model, by those using W.A.N.D.S services, and must act in an appropriate manner at all times.

Expected Code of Conduct. It is important for all Trustees, Volunteers, Members and Visitors to:

- operate within W.A.N.D.S principles with guidance from our policies
- follow the code of conduct policy always
- listen to and respect children, young people and vulnerable people always; avoid favouritism
- treat all those using or within W.A.N.D.S fairly and without prejudice or discrimination
- value and take all those using or within W.A.N.D.S contributions seriously, actively involving children, young people and vulnerable people in planning activities wherever possible.
- ensure any contact with children, young people and vulnerable people is appropriate and in relation to the work of W.A.N.D.S
- always ensure that the language used is appropriate and not offensive or discriminatory
- always ensure equipment is used safely and for its intended purpose.
- provide examples of good conduct you wish children, young people and vulnerable people to follow
- challenge unacceptable behaviour and report all allegations of abuse
- ensure that whenever possible, there is more than one adult present during activities with children or young people or if this is not possible that you are within sight or hearing of other adults
- be close to where others are working. If a child or young person specifically asks or needed some private time with you, ensure other adults know where you and the child are
- respect a young person and vulnerable persons right to personal privacy.
- encourage young people, vulnerable people and adults to feel comfortable and caring enough to point out attitudes and behaviours they do not like.
- recognise that special caution is required when you are discussing sensitive issues with children, young people or vulnerable people.

It is important for all Trustees, Volunteers, Members and Visitors to not:

- patronise or treat children, young people and vulnerable people as if they are silly
- allow allegations to go unreported
- develop inappropriate relationships such as contact with children and young people that is not part of the work of W.A.N.D.S
- conduct a sexual relationship with a child, young person or vulnerable person or indulge in any form of sexual contact with a child, young person or vulnerable person. Any such behaviour between a Trustee, Volunteer, Member or Visitor and a child, young person or vulnerable person using the services of W.A.N.D.S represents a serious breach of trust on the part of the Trustee, Volunteer, Member or Visitor and is not acceptable under any circumstances.
- let children, young people or vulnerable people have your personal contact details (mobile number or home address)
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or vulnerable people
- act in a way that can be perceived as threatening or intrusive
- make inappropriate promises to children, young people and vulnerable people, particularly in relation to confidentiality
- jump to conclusions about others without checking all facts
- either exaggerate or trivialise child abuse issues
- rely on your reputation or that of an organisation to protect you.

At W.A.N.D.S we are committed to reviewing our policy and good practice annually.

This policy was last reviewed on **15th July 2021**

A signed copy is kept on file and can be viewed when requested