



CODE OF CONDUCT: STAFF

Policy Number	0002	Completed by	Imogen MC	Last Reviewed date	16/05/2025
Version Number	0001	Signed off by	Ade Stenner	Next Review date	16/05/2026

The Purpose and Scope of Behaviour Code

This behaviour code outlines the conduct that Skylark Plus expects from all our staff and volunteers. This includes staff and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect young people from abuse. It has been informed by the views of young people.

Skylark Plus 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 Skylark you are acting in a position of trust and authority and have a duty of care towards the 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 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 young people.
- Providing a safe environment for young people.
- 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.
- Including our policies and procedures for safeguarding and protection, whistleblowing and online safety.
- Staying within the law at all times.
- Modelling good behaviour for young people to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Adrian Stenner
- Reporting all concerns about abusive behaviour, following our safeguarding procedures
- This includes inappropriate behaviour displayed by a staff member or young person and directed at anybody of any age.

Respecting young people

You should:

- Listen to and respect the young people at all times.
- Value and take young people contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible or if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the or young person at the earliest opportunity.

Diversity and inclusion

You should:

- Treat young people fairly and without prejudice or discrimination.
- Understand that young 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

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 young people.
- Ensure your contact with young people is appropriate and relevant to the nature of the activity you are involved in.
- 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.

Inappropriate behaviour

When working with 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 the young people.
- Make inappropriate promises to the young people.
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a young person.
- Let young people 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 the young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of young people.

Upholding this code of behaviour

You should always follow this code of behaviour 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 Skylark Plus. We might also make a report to statutory agencies such as the police and/or the local authority protection services.

If you become aware of any breaches of this code, you must report them to Sebastian Clare.

SKYLARK