

The Othona Community Code of Safer Working Practice for Staff, Volunteers and Trustees.

CODE OF CONDUCT

All Volunteers and staff are expected to work within the charitable objects, the Mission Statement, the values and policies of The Othona Community and within the laws of the UK.

The Code of Safer Working Practice expresses our commitment to placing the highest priority on the safety of those who visit, work and live at our Centres. It sets out what we expect from anyone who works at our Centres in both paid or voluntary roles and is one of the ways we ensure high standards of safeguarding in all we do.

All members of staff and volunteers are expected to report any breaches of this Code to the Safeguarding Lead at either Centre. Staff and volunteers who breach this Code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral being made to the relevant statutory agency.

Safeguarding We aim to provide a safe environment, free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

1. treat everyone with, respect and dignity
2. ensure that their welfare and safety is paramount at all times
3. maintain professional boundaries both face to face and when using technology
4. not give care that requires intimate touch - this is the responsibility of parents and carers. In an emergency situation a chaperone will be found
5. always listen to individuals and take account of their wishes and feelings
6. always act in a professional way and to not accept bullying, swearing or other disruptive behaviour
7. communicate openly with parents and carers
8. only use physical contact if absolutely necessary, any touch must be initiated by the child
9. avoid being alone with children, young people and adults at risk, whenever possible
10. listen to and act upon, any disclosures, allegations, or concerns of abuse
11. participate in approved safeguarding training at the appropriate levels
12. ensure restraint is only used as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the Lead or Deputy Lead for safeguarding and to the relevant manager.
13. follow our safeguarding policy at all times

14. ensure parents are advised not to leave children under the age of 13 unaccompanied, on or off site
15. ensure that parents accompany their children, under 13 years, on visits to the beach and when swimming
16. avoid lone working, one to one working with children and adults at risk whenever possible to protect both individuals
17. make activities FUN and enjoyable

eSafety

We expect everyone representing Othona or acting in an official capacity to agree and sign up to this eSafety code of conduct, to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the Lead or Deputy Lead for safeguarding
5. not promise confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

Data Protection

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

I have read, had the opportunity to ask questions, understand and will abide by this code of conduct.

Signed by _____ **Date** _____

Please print name _____