

Braintree Youth Project Charity

Staff and Volunteer Code of Conduct

Policy

All staff and volunteers will act, at all times:

- In the best interests of the child or young person.
- In accordance with the Vision, Values and culture of BYPC.
- In accordance with the highest professional standards.
- Ethically.

Practice

- Ensure the safety of all young people by providing effective supervision of sessions and activities.
- Encourage and guide participants to accept responsibility for their own behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, sexuality, gender, social class or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Be positive, approachable and offer praise to support good behaviour.
- Not let any allegations of abuse or poor practice go unchallenged or unrecorded. Incidents and accidents to be recorded in line with BYPC procedures.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Be a role model, displaying consistently high standards of behaviour.
- Refrain from smoking and the consumption of alcohol during sessions.
- Read the 'Managing Challenging Behaviour' Policy with reference to managing situations which are escalating.

Procedures

Where misconduct by a volunteer arises, these procedures will come into effect. Staff disciplinary procedures are covered in the Staff Handbook.

1. Minor misconduct (e.g failure to follow procedures) will be addressed with the volunteer by the Centre Manager or Youth Worker.
2. More serious misconduct will be reported to the Chair and Board immediately. In that event they will:
Confirm the concerns in writing to the volunteer;
discuss with them what needs to be 'put right';
agree a time scale within which there will be evidence of that having happened;
and prescribe any necessary training or support.
3. Where the above does not lead to a satisfactory outcome, it may be necessary to discuss the termination of a volunteer agreement or suspension until the required improvements are achieved.
4. Where concern remains, a formal review will be undertaken to assess suitability to continue in the role as a volunteer.
5. In the event of an allegation of serious misconduct, it may be necessary to terminate the volunteering agreement, pending investigation. The nature of the investigation will depend upon the nature of the misconduct/allegation and could involve an appropriate Authority or Police.
6. Gross misconduct may justify immediate termination of the volunteer agreement (e.g. physical violence or theft).

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