

1. General

- 1.1 Suffolk Artlink has a Code of Conduct which all staff are expected to uphold.
- 1.2 This code is expected to be followed in conjunction with the wider package of “policies and procedures”.
- 1.3 Staff are responsible for ensuring their conduct does not fall below the minimum standards set out in this code and that no action or omission on their part harms the wellbeing of other staff or participants.
- 1.4 For the sake of this policy the word “staff” refers to paid, unpaid including board, temps, permanent staff, part time and full time, and freelance staff.

2. Code of Conduct – to young people and vulnerable adults

- 2.1 Staff must protect the rights and promote the interests of all children, young people and vulnerable adults (participants) whilst ensuring their behaviour does not harm themselves or other people.
- 2.2 Staff must strive to establish and maintain the trust and confidence of our participants.
- 2.3 Staff must promote the independence of our participants and treat them with respect while protecting them as far as possible from danger or harm.
- 2.4 Staff must be accountable for the quality of their work with our participants.
- 2.5 Staff must be fully aware of boundaries and safeguards in their interaction with vulnerable adult and child participants, and should not seek to meet with them outside work hours unless agreed by a Co-Director of Suffolk Artlink.
- 2.6 Under no circumstances must staff use personal transport to convey service users to activities/events.
- 2.7 Staff must not drink alcohol or take illegal drugs when working with participants or come on duty under the influence of either alcohol or illegal drugs.
- 2.8 Staff must have no sexual relationship or sexual contact with the participants we work with.
- 2.9 Staff must not bring pornographic material onto the premises or access pornographic sites.
- 2.10 Staff must be aware of appropriateness of physical contact with our participants, i.e. being too affectionate, inappropriate hugging, kissing etc.
- 2.11 Staff must not physically or verbally abuse participants.
- 2.12 Staff must not physically or verbally threaten participants.
- 2.13 Staff must be aware that teasing can be abusive to our participants.

- 2.14 Staff must be aware that sexual innuendo can be abusive to our participants.
- 2.15 Staff must not emotionally abuse participants e.g. bribing, blackmailing or manipulating.
- 2.16 Staff must not give or receive money or gifts from participants or their families.
- 2.17 Staff must report anything that they see or hear about from any source that may constitute abuse of a participant.
- 2.18 Staff must respect **different** cultural and religious beliefs.

3. Code of Conduct – to fellow staff, managers, partner staff and the public

- 3.1 Staff must treat everyone with respect and dignity.
- 3.2 Staff must endeavour to follow all policies and procedures.
- 3.3 Staff must not physically abuse or threaten anyone.
- 3.4 Staff must not verbally abuse or threaten anyone.
- 3.5 Staff must be aware that swearing, sexual innuendos and teasing can be abusive to other people.
- 3.6 Staff must not emotionally abuse anyone.
- 3.7 Staff must respect different cultural and religious beliefs.
- 3.8 Staff must always be polite to each other and to partner staff and the public.
- 3.9 Staff should dress appropriately for work.

4. Revision history

This policy and related procedures and guidance will be monitored by the Suffolk Artlink Board members on a regular basis for compliance and will be reviewed at least annually.

Date Approved	Date Amended
April 2011	September 2012
September 2013	
22 September 2014	22 September 2014
17 January 2017	21 July 2020

APPENDIX 1

GOOD PRACTISE FOR MINIMISING RISK

Plan the work of the group so as to minimise situations where the abuse of children and/or young people may occur.

Arrange that an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others.

This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the child or young person.

Ensure that all staff, paid and unpaid, who work with children and young people do not meet one of the children or young persons outside the designated premises without a parent or other adult being present.

Always have at least two adults present with a group, particularly when it is the only activity taking place on the designated premises.

The Children's Act recommends that the following number of adults should be present when working with children. If there are not enough leaders, the event should not take place.

- 0-2 years 1 leader to every three children
- 2-3 years 1 leader to every four children
- 3-8 years 1 leader to every eight children
- Over 8 years 1 leader to eight children and one more for every further twelve children.

However, these are just general recommendations. In addition, always ensure appropriate ratios of leadership to children and young people are observed according to age and gender and reflect the needs identified in the risk assessment for the activity and the group of children and young people involved.

Consent forms including medical details should always be used for children and young people attending the activity and should be readily available during the activity.

Never take a group off the premises with fewer than two adults. Consent forms including medical details should always be used for specific outings or activities outside the designated premises.

A record of each activity/session should be used. This will normally include a register of children and staff and details of any significant incidents.

Always keep a register with the address and contact phone number of every child. These records are to be kept securely, in line with the Data Protection policy.

All staff working with children or young people will be subject to a DBS enhanced check and regular checking against the update service. While waiting for a DBS check the person will never be left alone with children unsupervised.

Any photography or filming of children and young people will be subject to the Photography and filming policy.