

This Code of Conduct was written in accordance with the *Protection of Children Act 1999*

## **Code of Conduct for Conwy Science Tuition staff & volunteers**

### **YOU SHOULD:**

- Play your part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example their faith and religious beliefs).
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Speak to a senior member of staff immediately if you suspect that a child is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; children from Gypsy & Traveller communities; Black & Minority Ethnic children).
- Ensure that when you are working with children you are at least within sight or hearing of other adults.
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to a senior manager.
- Report immediately any suspicion that a child could be at risk of harm or abuse.
- Never dismiss what a child tells you as 'lies' or exaggeration.
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property.

- Never underestimate the contribution that you can make to the development of safe communities for children.

#### **YOU SHOULD NOT:**

- Exaggerate or trivialise another worker's concerns about a child or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'.
- Discuss personal issues about a child or their family with other people except with a board member or other staff members, when you are concerned about the child's well being.
- Be drawn into any derogatory remarks or gestures in front of children or young persons.
- Allow a child, young person or adult to be bullied or harmed by anyone in the organisation.
- Allow children to swear or use sexualised language unchallenged.

#### **YOU SHOULD NOT:**

- Engage in sexually provocative games, including horseplay.
- Never allow yourself or others to engage in touching a child in a sexually provocative manner.
- Never make sexually suggestive comments to a child, even in fun.
- Engage in rough or physical contact unless it is permitted within the rules of a game or drama activity or conforms to the guidance on appropriate physical restraint (see the *Protection of Children Act, 1999*).
- Never form inappropriate emotional or physical relationships with children.
- Harass or intimidate a child or worker because of their age, race, gender, sexual orientation, religious belief, socio-economic class or disability.
- Never invite or allow children to stay with you at your home.

This Code of Conduct forms an integral part of **Conwy Science Tuition** Child Protection policy – last updated: February 2012