



Lancing Parish Council

Behaviour code for adults working with children and young people

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1.0 PURPOSE

- 1.1 This behaviour code outlines the conduct Lancing Parish Council expects from all staff, Councillors and volunteers or anyone who is undertaking specific duties for the organisation, whether paid or unpaid, when working with the Lancing Parish Youth Council.
- 1.2 The behaviour code aims to help the Parish Council protect the young people of the Youth Council from abuse and reduce the possibility of unfounded allegations being made.
- 1.3 The Clerk to the Parish Council must make sure that everyone taking part in the Youth Council has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

2.0 THE ROLE OF STAFF, COUNCILLORS AND VOLUNTEERS

- 2.1 When working with the Youth Council, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

2.2 Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people, including
 - ensuring any equipment used is safe and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following the Council's principles, policies and procedures, including
 - policies and procedures for child protection/safeguarding and online safety.
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Clerk to the Council
- reporting all allegations/suspicions of abuse following the Council's reporting procedures, including abusive behaviour being displayed by an adult or child and directed at anybody of any age.

2.3 Rights - You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others, 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.

2.4 Relationships - You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others

- use special caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if this isn't possible, ensure that you are within sight or hearing of other adults.
 - if a child specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible.

2.5 **Respect -You should:**

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible.
 - In some cases, it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity.

2.6 **Unacceptable behaviour - When working with children and 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 children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or address) or 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 children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

3.0 **UPHOLDING THIS CODE OF BEHAVIOUR**

3.1 You should always follow this code of behaviour and never rely on your reputation or that of Lancing Parish Council to protect you.

3.2 If you have behaved inappropriately you will be subject to the Council's disciplinary procedures. Depending on the seriousness of the situation, a referral may be made to statutory agencies such as the police and/or the local authority child protection services.

3.3 If you become aware of any breaches of this code, you must report them to the Clerk to the Council and if necessary, you should follow the child protection/safeguarding procedures.