

# Burgh After School Club

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## Code of Conduct for all Staff and Volunteers

A signed, dated copy of this Code will be held in every staff member and volunteer's file.

### **YOU SHOULD:**

- **Always abide by the SSSC code of Practice**
- 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 carefully to any ideas and views that a child wants to share with you
- Respect a child's culture
- Respect a child's right to privacy and personal space
- Respond sensitively to children who seem anxious about participating in certain activities
- Be aware of the vulnerability of some groups of children to being isolated or hurt
- Ensure that when with children you are at least within sight or hearing of other adults
- Listen carefully to any child who tells you (through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately
- Never dismiss what a child tells you as lies or an exaggeration

### **YOU SHOULD NOT:**

- Exaggerate or trivialise another worker's concerns about a child or ignore an allegation or disclosure in the hope that it will "go away"
- Discuss personal issues about a child or their family with other people except your club manager when you are concerned about the child's well-being
- Make any derogatory remarks in front of children
- Allow a child to be bullied or harmed by anyone in the organisation
- Allow children to swear or use sexualised language unchallenged

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### **YOU MUST NEVER:**

- Engage in sexually provocative games, including horseplay
- Allow a child to be touched in a sexually provocative manner
- 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 conforms to the guidance on appropriate physical restraint
- Form inappropriate emotional or physical relationships with children
- Harass or intimidate a child because of their age, race, gender, religious belief, sexual orientation, class or disability
- Invite or allow a child to stay with you at your own home