



## **CODE OF BEHAVIOUR FOR STAFF, VOLUNTEERS AND CONTRACTORS**

### **Purpose**

This Behaviour code outlines the conduct RFF expects from all our staff, volunteers and contractors.

The behaviour code aims to help us protect children and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the NSPCC guidance. It also includes requirements of the Code of Contact for Recipients of Government General Grants which we need to follow as RFF receive an annual grant.

[2019-01-15 Code of Conduct for Grant Recipients v. 1.01.pdf](#)

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RFF is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

### **The role of staff and volunteers**

In your role at RFF, you are acting in a position of authority and have a duty of care towards the children and vulnerable adults we work with. You are likely to be seen as a role model and are expected to act appropriately.

### **Responsibility**

You are responsible for:

- prioritising the welfare of children and vulnerable adults
- providing a safe environment for children and vulnerable adults
- ensuring equipment is used safely and for its intended purpose

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- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our safeguarding policies.
- staying within the law at all times
- modelling good behaviour for children and vulnerable adults to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Designated Safeguarding Officers Ramona Bridgman and Alice Carter).
- Following the risk assessment for the activity that you are taking part in such as a coffee evening.

## **Rights**

You should:

- treat children and vulnerable adults fairly and without prejudice or discrimination
- understand that children and vulnerable adults are individuals with individual needs, respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group.
- challenge discrimination and prejudice
- encourage vulnerable adults to speak out about attitudes or behaviour that makes them uncomfortable.

## **Relationships**

You should:

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

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- exercise caution when you are discussing sensitive issues with children or vulnerable adults
- ensure your contact with children and vulnerable adults 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 vulnerable adults
  - if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
  - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you are.
- only provide personal care in an emergency, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

## **Respect**

You should:

- listen to and respect children and vulnerable adults at all times
- value and take their contributions seriously, actively involving them in planning activities wherever possible
- respect a child or vulnerable adult's right to personal privacy as far as possible. If you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the child or young person at the earliest opportunity.

## **Unacceptable behaviour**

When working with children and vulnerable adults, you must not:

- allow concerns or allegations to go unreported

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- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and vulnerable adults
- make inappropriate promises to children and vulnerable adults
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and vulnerable adults
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and vulnerable adults.
- We ask that you do not follow the children and vulnerable adults that we work with on social media or contact them outside of your RFF role. We recognise that some of our families have preexisting friendships with our staff, volunteers and Trustees. RFF staff, volunteers and contractors are expected not to develop seek out new friendships with children and vulnerable adults that we work with.

### **Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave RFF. We may also make a report to statutory agencies such as the police and/or the local authority safeguarding services. If you become aware of any breaches of this code, you must report them to the Designated Safeguarding Officer.

Board of Trustees

July 2023 due for review by July 2026

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