

## SAFER WORKING CODE OF CONDUCT

When your volunteering brings you in direct contact with children, volunteers must follow this code at all times:

- **Do** treat all children as being of worth and in a way that is respectful of them as individuals.
- **Do** treat all children equally.
- **Do** act as a role model - set an example through your own behaviour for children to follow.
- **Do** respect a child's right to personal privacy.
- **Do** allow children to take care of needs of a personal nature themselves or ask the appropriate person (e.g. parent) to assist them.
- **Do** challenge discrimination yourself and encourage children to challenge attitudes or behaviour they are uncomfortable with.
- **Do** allow children to talk about any concerns they may have.
- **Do** work in a suitably open area, within regular sight and hearing of others and preferably with more than one other adult present.
- **Do** avoid being drawn into inappropriate behaviour from the children, for example tantrums or crushes.
- **Do** set appropriate boundaries, both physical and emotional.
- **Do not** form a relationship with a child that is an abuse of your position of trust.
- **Do not** seek or agree to any form of contact with a child outside the agreed setting of your role.
- **Do not** take a child away from the agreed space without first checking with an appropriate person that it is acceptable to do so, and never off the premises.
- **Do not** give a child any kind of gift or allow a child to take anything from a session without first checking with an appropriate person that it is acceptable to do so.
- **Do not** engage in inappropriate behaviour with the children.
- **Do not** smoke, use illegal substances or consume alcohol before or during a session.
- **Do not** make inappropriate remarks or threats to, or in front of, a child, even in fun or behaved in a way that could be considered intimidating.
- **Do not** use any personal technology in sessions.
- **Do not** photograph or video a child unless specifically asked to by a session leader and with the permission of the child.
- **Do not** initiate or maintain inappropriate physical contact with a child.

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*For volunteers and casual staff*

- **Do** make sure that the supervising member of staff knows where you are at all times.
- **Do not** go into a private room with a child or adult by yourself

Remember actions and statements can be misinterpreted, no matter how innocent: do not rely just on your good name to protect you.

**Always consider if what you are doing and saying would pass the 'reasonable person' test.**

All staff and volunteers must abide by this code of conduct at all time when in direct contact with children. If you become aware of anyone failing to follow this code, you must make this known to their line manager or, for volunteers, the session leader as soon as possible. If you do not know their line manager or the session leader, your report can be made to the DSL instead.

Failing to abide by this code will result in disciplinary procedures for staff, as outlined in the employee handbook. Volunteers who do not follow this code of conduct will no longer be able to volunteer with any of the programmes at Science Oxford.