



CODE OF CONDUCT

Nominated Safeguarding Person:

Education, Engagement & Communications Officer: Sharon Morgan

Manager: Will Dartnell

Nominated Safeguarding Trustee: Adrian Podmore

Date Last Reviewed: September 2017

The most important thing is that we want you and the people around you to enjoy time with us!

You can expect our staff and volunteers to:

- Set examples of appropriate behaviour and encourage personal resilience and enquiry-based citizenship through the use of age-appropriate language, open-ended questioning, encouragement, motivation and respect. The use of negativity in the form of sarcasm, discrimination, direct criticism or labelling is not permitted.
- Encourage personal responsibility through including children and young people in discussions around risk, hazard and personal choice.
- Not physically or verbally punish, humiliate or frighten any participant in any activity.
- Avoid situations that may potentially put themselves or anyone else (including young people, members of the public and vulnerable adults) at risk.
- Be aware of the boundaries between personal and professional life. Balance a caring and supportive relationship with children and young people with appropriate professional distance.
- Conduct themselves responsibly at all times and dress appropriate to the activity.
- Always aim to work in an open environment avoiding private or unobserved situations and encouraging open communication. Should this not be possible, ensure the reason is recorded and discussed to reduce the likelihood of recurring in the future. Parent/carers will be informed and the reason explained when they come to collect.

We would like you to:

- Arrive promptly to take part in housekeeping and any training or health & safety points at the start of each session
- Let us know about any illnesses or injuries in addition to those given on your contact form
- Wear suitable clothing for the task and weather; bring a drink
- Consider having an up to date tetanus injection and discuss with your GP
- Carry out any tasks as set out by the Lead
- Let us know if you need to leave early
- Have a charged-up phone, and turn it on please :)
- Have fun!

E-Safety: Social Media, Photography, Mobile Phones, E-mail

- Signed social media consent must be obtained for any child or young person participating in any FoBC activity.
- Photos/video clips may only be taken and/or be held on appropriately encrypted devices used by the NSP or Manager, once express written consent is obtained as above. They may then be used

on FoBC social media sites or in FoBC printed publicity. In addition to social media sites, this could include FoBC - related public presentations, talks, journal or magazine articles.

- 'Tagging' is not permitted on FoBC social media sites.
- Any photos used as described above must, in addition to signed consent, be approved by the NSP.
- It is not appropriate to accept or invite any child or young person as a friend or contact on social networking sites.
- Staff must insure their personal profile on social media sites such as Facebook is not visible to "strangers" and that it does not contain any inappropriate content.
- FoBC aims to make children and young people aware of the meaning and importance of professional boundaries and how they impact on the child/young person professional relationship
- FoBC recognizes that staff and volunteers may need to share e-mail or phone details with a young person or vulnerable adult for reasons of safety and/or communication, as is the case with Duke of Edinburgh candidates or young adults taking part in conservation activities.
 - In these instances, any email communication must be copied into either the school or parent.
 - Should it be necessary to exchange mobile numbers, there MUST be previous written consent given by BOTH the young person and counter-signed by a parent, carer or responsible adult, along with the reason this is necessary.

Transporting Children, Young People, Members of the Public, Staff and Volunteers

- We regret that FoBC is not able to transport any child, young person, vulnerable adult in any FoBC or personal vehicle, where transport is for the purpose of participation in an FoBC activity.
- The exception to this is in the event of an acute and extreme emergency requiring immediate medical attention, where it has not been possible to contact a parent, carer or emergency services. In this instance FoBC will act *in loco parentis* and act accordingly.