



CODE OF CONDUCT

Contact Details:

Nominated Safeguarding Person:

Nominated Safeguarding Person: Community and Outdoor Learning Manager Sharon Morgan

education@barnescommon.org.uk

Manager: Will Dartnell manager@barnescommon.org.uk

Nominated Safeguarding Trustee: Adrian Podmore enquiries@barnescommon.org.uk

Adopted: 28TH September 2017. Date of last review: 13th December 2018

Chairman: M E Hildesley

Safeguarding Trustee: A. Podmore

In Brief:

- The most important thing is that we want you and the people around you to enjoy time with us!
- Minimum Age: anyone under 18 (including Duke of Edinburgh candidates) must have parental/guardian signed consent and complete the appropriate consent form.
- Personal Protective Equipment: Please dress for the activity and the weather, including sturdy boots for conservation activities. Volunteers will be supplied with protective gloves, hats, hi-vis clothing appropriate to their activities
- Risk Assessment. Please read our Generic Risk Assessment. Hazards and risks are highlighted at the start of each session by a staff member or team leader. Anyone who feels uncertain about safety aspects of a task should cease working until their concerns have been addressed by the Task Leader
- The 'Person in Charge' is the nominated person on the day of a task, responsible for Health & Safety on site. Safety instructions must be followed at all times. Failure to do so can mean that a person or persons will be sent off the site
- Training will be given in safe use of tools and equipment. Any volunteer who would like more specialised training should discuss it with the Team leader
- Power tools are not allowed whilst working on any task unless you have the relevant qualification and the Team Leader has authorised it.
- Hand tools; Volunteers must not use any of their own hand tools unless they have been checked over by the person in charge on the day of the task
- Compliance with Code of Conduct. Anyone failing to comply with this Code of Conduct, or acts in any way that adversely affects the enjoyment and safety of other volunteers may be asked to leave.
- Updating of this code of conduct. This Code is updated every three years, or when there are

changes to legislation.

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 all participants 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 participant 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 under the age of 18 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.