



Cuddington & Sandiway Youth Club Code of Conduct

Purpose and Scope

This code of behaviour outlines the conduct that Cuddington & Sandiway Youth Club expects from all our workers and volunteers. This includes anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people from abuse.

Cuddington & Sandiway Youth Club is responsible for making sure everyone taking part in our activities 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 Cuddington & Sandiway Youth Club, you are acting in a position of trust and authority and have a duty of care towards young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times.

As an adult team member working in the organisation – whether as a worker or a volunteer – you have a responsibility to ensure that everyone attending activities, particularly children, young people and adults at risk, is protected from harm.

It is the responsibility of each adult working within the organisation to ensure that:

- their behaviour is appropriate at all times
- they observe the rules established for the safety and security of children, young people and vulnerable adults.
- they follow the safeguarding procedures regarding suspicions, disclosure or allegations of child abuse.
- they recognise the position of trust in which they have been placed; and that, in every respect, the relationships they form with the children, young people and adults at risk in their care are appropriate.

- abuse of a position of trust is prohibited, personal or sexual relationships with young people you work with are not permitted, regardless of the young person's age.

All persons who wish to work within the organisation must accept and adhere to this policy.

They must also agree to put these policies into practice for the safeguarding of children and adults at risk.

For clear guidance, the Code of Behaviour (below) provides a list of 'do's and don'ts' to help you ensure that:

- The welfare of the children and/or young people and/or adults at risk for whom you have a duty of care, is paramount at all times.
- Situations where misunderstandings or allegations could occur are minimised/avoided.

Code of Behaviour

Do treat everyone with dignity and respect at all times.

Do involve young people in the decisions that affect them wherever possible.

Do always work in an open environment, avoiding private or unobserved situations.

Do 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/organisation.

Do set an example you would wish others to follow.

Do treat all young people equally - show no favouritism.

Do follow recommended adult/young people ratios for meetings and activities.

Do respect the right to personal privacy of a child, young person or adult at risk.

Do allow children, young people and adults at risk to talk about any concerns they may have.

Do encourage others to challenge any attitudes or behaviours they do not like.

Do avoid being drawn into inappropriate attention-seeking behaviour, e.g.: tantrums and crushes.

Do make everyone aware of procedures for safeguarding children, young people and adults at risk. Remember this code even at sensitive moments, e.g. when responding to bullying, bereavement or abuse.

Do keep other members of staff/volunteers informed of where you are and what you are doing.

Do maintain a safe and appropriate distance with young people. If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.

Do remember someone else might misinterpret your actions, no matter how well-intentioned.

Do take any allegations or concerns of abuse seriously and refer immediately (see safeguarding policy).

Do approach each interaction with a young person/young people with the intention of making them feel valued.

Do not trivialise any form of abuse.

Do not form a relationship with a child, young person or vulnerable adult that is an abuse of trust.

Do not transport a young person alone unless this has been risk-assessed, approved and recorded.

Do not attend Cuddington & Sandiway Youth Club under the influence of alcohol or drugs.

Do not communicate privately with young people using personal social media accounts, private messaging or personal phone numbers.

Do not invade the privacy of children and young people when they are toileting or showering, changing or dressing.

Do not permit abusive peer activities, e.g.: initiation ceremonies, bullying.

Do not engage in inappropriate behaviour or contact - physical, verbal, sexual.

Do not play physical contact games with children, young people or vulnerable adults, or engage in boisterous 'horseplay' type interaction.

Do not make suggestive remarks or threats or inappropriate conversations to a young person, even in fun.

Do not allow scapegoating or ridiculing of a child or young person.

Do not use inappropriate language – in writing, by phone, by email or via the internet.

Do not allow inappropriate, foul, sexualised or discriminatory language to go unchallenged.

Do not allow bullying of any form, including name-calling or constant criticism.

Do not let allegations, suspicions, or concerns about abuse go unreported.

Do not just rely on your good name to protect you.

Do not make comments, gestures, or evaluations regarding the physical or sexual attractiveness of any individual, including adults and young people, or make remarks about anyone's body physically. This includes comments such as 'pretty'.

Do not raise your voice into shouting directly at a young person, except for during emergency situations in which to do so is likely to be the only way to keep them safe.

Do not disturb or interrupt one-to-one or one-to-group conversations between an adult team member and a young person/young people, unless it is urgent.

Do not act in a way that could be perceived as threatening or intrusive.

Do not patronise or belittle young people.

Do not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

This code must be put into practice at all times.

Breaches of this code, or any form of inappropriate behaviour, are likely to result in the ending of your involvement in Cuddington & Sandiway Youth Club.

Responding to concerns:

Concerns about adult behaviour, including low-level concerns, must be reported and will be managed according to Cuddington & Sandiway Youth Club's Safeguarding and Child Protection policies and procedures, Complaints Policy and Whistleblowing Policy.

If any of the following occur, you must report it immediately to the person in Cuddington & Sandiway Youth Club who is responsible for safeguarding and child protection (Designated Safeguarding Lead). If anyone is at immediate risk of harm, call 999 first, then inform the Designated Safeguarding Lead.

- A young person is hurt
- A young person seems distressed in any way
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done
- An allegation is made about you or a colleague
- A young person tells you something that indicates they may be harmed or unsafe.
- You witness or suspect abuse, neglect or exploitation (including online).

- You have a concern about an adult's behaviour, including a low-level concern (e.g. boundary issues, inappropriate communication).
- You become aware of or suspect inappropriate contact outside activity (e.g. private messaging, gifts, lifts) or a breach of professional boundaries.

Do not promise confidentiality or investigate any concerns or allegations yourself. Make a prompt, factual written record and submit it to the Designated Safeguarding Lead the same day. Follow Cuddington & Sandiway Youth Club's escalation route if the Designated Safeguarding Lead is unavailable.

All reports will be recorded promptly, factually, signed/dated, and stored securely in line with the organisation's Confidentiality and Data Protection Policy and retention schedule.

Where an individual undertaking regulated activity is dismissed (or would have been dismissed had they not resigned) because of harm or risk of harm to a child or adult at risk, Cuddington & Sandiway Youth Club will make a referral to the Disclosure and Barring Service under our statutory duty.

Policy Control and Approval Record

This policy was formally reviewed, approved, and adopted by the Management Committee of Cuddington & Sandiway Youth Club.

- Date of Committee Approval: 08/09/2026
- Next Mandatory Review Date: September 2027