



## CREA Norfolk Adult Code of Conduct

Latest version November 2024

In this code of conduct we set out what the acceptable standards of behaviour are for all staff and volunteers at our organisation. We all have a duty of care to safeguard the children we work with. All staff and volunteers are made aware of this Code of Conduct during their Induction Programme. If the organisation suspects, or becomes aware, that a staff member/volunteer has breached the code of conduct, the organisation will address this in accordance with the Disciplinary Policy.

### Confidentiality

- I will not share information unless there is a serious safeguarding concern and then only the necessary information
- I will treat information received about a child in a discreet and confidential manner
- I will seek advice from the Safeguarding Lead if I am in doubt about sharing information

### Behaviour

- I will treat all children and young people with respect and dignity
- I will not use my position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- I will ensure that children's welfare and safety is always paramount
- I will always act in a professional way and be a positive role model
- I recognise that the behaviour or actions in my personal life could compromise my position in the workplace and indicate unsuitability to work with children. Examples of such behaviour are misuse of drugs, misuse of alcohol or acts of violence
- I recognise that the behaviour of my partners or family members may raise questions about my suitability to work with children

## Crea Norfolk Adult Code of Conduct 2024-25

### Dress and appearance

- I will dress in a way appropriate for my work role
- I will not dress in a way which could be viewed as offensive or sexually provocative
- I will not dress in a way which could cause embarrassment, distract or cause misunderstanding

### Gifts, rewards and favouritism

- I will ensure that gifts given or received are declared to the directors
- I will not give gifts to children
- I will not accept any gifts which could be seen as a bribe

### Physical conduct

- I will be mindful that physical contact can be misconstrued by the child or an observer
- I will always be prepared to report and explain my actions
- I will be aware of cultural or religious views on touch

### One to One situations

- I will ensure, if lone working, that risk assessments have been carried out and this 1-1 working has been agreed with the DSO
- I will avoid meeting a child in a remote or secluded area
- I will always report situations where a child becomes angry or distressed
- I will inform other colleagues and or parents beforehand if doing 1-1 working

### Reporting concerns

- I will listen to, and act upon, any disclosures, allegations or concerns about the welfare of children
- If a child behaves inappropriately, I will ensure this is reported
- I will be responsible for reporting any safeguarding concerns
- I will ensure that I report any behaviour by colleagues which raises concerns

**I confirm that I have read and understood the Code of Conduct, which I will adhere to. I understand if I breach the Code of Conduct, this will be addressed in accordance with the Organisation's Disciplinary Policy.**

**Name:** .....

**Signed:** .....

**Date:** .....

Name:

Signed:

Date:

Signed by Directors, November 2024

Date for review November 2025