



BITE BACK 2030

Behaviour Code for Adults Working with Children

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1. Our Commitment

Bite Back 2030's organisational statute commits all people working and or associated with the charity to abide by this behaviour code of conduct. Bite Back 2030 works with children and young adults, which is why this code of conduct is of prime importance for everyone involved and related to Bite Back 2030's mission, programmes and activities.

2. Purpose

This behaviour code of conduct outlines the conduct Bite Back 2030 expects from all our permanent, temporary staff and volunteers. This includes trustees, agency staff, interns, students on work placement, as well as anyone who is undertaking duties for the organisation, whether paid or unpaid.

This behaviour code aims to help us protect children and young adults from any harm or abuse, as well as reduce the possibility of unfounded allegations being made. It is important to note that this policy has been informed by the views of children and young adults.

Bite Back 2030 is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow this code of conduct, and that they understand the consequences of inappropriate behaviour that breaches the code of conduct outlined in this document.

3. The role of staff and volunteers

In your role at Bite Back 2030, you are acting in a position of authority and have a duty of care towards the children and young adults we work with. You are likely to be seen as a role model and are thus expected to act appropriately.

All adults are responsible for:

- Prioritising the welfare of children and young adults
- Providing a safe environment for children and young adults
 - Ensuring equipment is used safely and for its intended purpose
 - Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following Bite Back's 2030 principles, policies and procedures, including our policies and procedures on safeguarding and child protection
- Modelling good behaviour for children and young adults
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Safeguarding Lead
- Reporting all concerns on abusive or inappropriate behaviour, following our safeguarding and child protection procedures
- This includes behaviour being displayed by an adult or child and directed at anybody of any age.
- Upholding public trust in the organisation by maintaining high standards of ethics and behaviour
- Treating all colleagues, children and young adults with mutual respect and at all

times observe appropriate professional boundaries.

4. Commitment to Diversity and Equality

- All staff are expected to act appropriately towards all children and young people, parents/carers and colleagues, whatever their socio- economic background, age, gender, sexual orientation, disability, race, religion or belief.
- At Bite Back 2030 all staff are expected to take responsibility for understanding and complying with policies relating to equality of opportunity, inclusion, safeguarding and bullying.
- Staff will help children and young people to understand different views, perspectives, and experiences and develop positive relationships both in and outside of our organisation. This includes addressing unlawful discrimination, bullying, and stereotyping no matter who is the victim or the perpetrator.

5. Guidance on Conduct

The following information is intended as a guide but it is not exhaustive. Any behaviour that is considered unprofessional may result in disciplinary action being taken. All staff are responsible for reflecting on their own conduct and practice and ensuring that they meet the standards required of them.

Confidentiality should be maintained at all times in accordance with the principles of the Data Protection Act and the General Data Protection Regulation (GDPR); unless, of course, there are safeguarding issues when confidentiality cannot be guaranteed. Staff are expected to seek advice from the designated safeguarding lead where this is the case.

6. Professional Conduct

- Staff have a profound and lasting influence on the development and life chances of children and young people. Their knowledge, skill, judgement, creativity and commitment play a vital role in our work.
- Staff must work together at all times to encourage the observance of good behaviour, demonstrating examples of conduct which can be copied and modelled by our young people. E.g. high standards of attendance and punctuality
- Staff are expected to demonstrate self-awareness and take responsibility for accessing help and support, in order to ensure that own practice does not have a negative impact on children and young people at risk of harm.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes activities relating to both in and outside of the organisation.
- Staff must maintain high standards of honesty and integrity in their professional work. This includes, but is not limited to, the handling and claiming of money, the care of Bite back 2030 and their partner's property and facilities.
- Endeavour to develop productive and supportive relationships with all

colleagues to work as part of a unified team.

7. Conduct with Children and Young People

- Relationships with children or young people must reflect their age, sex and maturity. Demeanour, language and attitude of staff should be such that they do not give rise to misunderstandings on the part of children or young people. Ambiguous conduct should be avoided.
- Emotional abuse includes belittling, embarrassing, demeaning, ridiculing or deliberately sapping the self-esteem of a child, and is always to be avoided.
- Staff must avoid comments to children and young people, which have sexual overtones or which could be construed as in any way personally derogatory or intimidating. Encouraging them in any way to engage in such discussions is also unacceptable. Staff must also confront this behaviour seen in children or young people towards each other or staff.
- When meeting children or young people on a one to one basis, staff should wherever practical ensure that they do so in a room with an open door or in a place where they could be visible to others. Glass panels in offices and meeting room doors must never be covered for this reason.
- No meeting with a child or young person should be arranged outside of official Bite Back activities, e.g meetings without the permission of the designated safeguarding lead and only for exceptional reasons.
- Before transporting children or young people in your vehicle or private car, advice must always be sought from the designated safeguarding lead.
- Staff who feel they may be the subject of a teenage 'crush' must report the problem to their line manager and designated safeguarding lead to take advice on managing the situation. At no time should the member of staff speak with the child or young person concerned about the problem, particularly not alone.
- It is an offence for any person employed in a position of trust, including our staff, to have a sexual relationship with any person who is a child or young person within the organisation which they are employed, even if that person is over 16 years of age. (Working together to Safeguard Children 2018.)
- Children are those up to the age of 18. (Keeping Children Safe in Education 2021.)

8. Communication with Children and Young Adults

- Staff must not give children or young people their personal mobile or home telephone numbers and must not engage in text message correspondence with them.
- If staff have to liaise with children or young people using personal phone numbers or email, the designated safeguarding lead must be informed and agree to this arrangement.
- Email may be used but only official Bite Back 2030 email addresses must be used rather than personal addresses. It is important that email correspondence respects the same norms as all other interaction with children or young people.
- The receipt of inappropriate or unwarranted calls or messages from

children or young people must be reported to the line manager and designated safeguarding lead immediately.

- Staff must not knowingly enter into correspondence with children or young people via internet social networking sites. When using such sites themselves, staff should remember that they can often be identified as employees of the organisation and must respect our ethos, values and policies.
- Staff commit to avoid bringing the organisation, themselves or any individual employee or children or young person into disrepute.
- Staff who use sites such as Facebook or Instagram should ensure that maximum privacy settings are activated and must not accept current children or young people as 'friends' or 'followers'.
- Staff are not permitted to access social media websites from the organisations computers or other devices at any time unless authorised to do so by their line manager.
- Children or young people can connect with staff using any official Bite Back social media channels e.g. Twitter and Facebook (if approved by line manager staff can be authorised to follow youth board members on social channels).
- Staff should not take or store pictures or videos of children and young people on their personal devices, speak to the designated safeguarding lead for advice on how this should be done. E.g. Bite Back camera or tablet.

9. Outside the Organisation

- Staff must not visit children and young people in their homes, arrange to meet them socially, or invite them to visit staff homes. Should there be exceptional reasons for any of these happening, for example family friendships, staff are advised to ensure that their line manager and the designated safeguarding lead is aware of the situation.
- When in social settings, staff should again respect professional standards of interaction with students they may encounter and avoid bringing themselves or the organisation into disrepute in any way.

10. Safeguarding and Child Protection

- If a child or young person reports any information to a member of staff which is of a serious personal nature, or which indicates they may be at risk, either physically or emotionally, the member of staff may not respect the child or young person's wish for the information to be kept confidential and must report it to the designated safeguarding lead.
- Allegations against a member of staff must be reported to the designated safeguarding lead or the Board designated safeguarding lead (if the allegation is about the designated safeguarding lead – see the Important Contacts on page 3.)
- If comforting a child or young person in distress, staff will need to exercise professional discretion and judgement. They should ensure that their actions are not in any sense open to misinterpretation, particularly if no other adult is present.
- Use appropriate channels to raise concerns about the practice of other staff or professionals if this has a negative impact on children or young people (Whistleblowing Policy.)
- Follow Bite back 2030 child protection and all other policies and procedures to

keep themselves and children and young people safe.

11. Smoking (including Electronic Cigarettes)/Consumption of Alcohol

- The consumption of alcohol and smoking are forbidden around the children and young people we work with.
- Consumption of alcohol may be permitted at certain social events, but at all times staff should remember their position and not behave in any way which could undermine their professionalism.
- If a member of staff is representing Bite back 2030 at an event or business function outside of working hours, alcohol should only be consumed in moderation. Care should also be taken at residential events and school trips where staff are responsible for the students in their care.

12. Educational Visits & Enrichments

- Adults should take particular care when supervising children and young people in the less formal atmosphere of events or an educational visit, particularly in a residential setting. Staff and volunteers remain in a position of trust and the same standards of conduct apply.
- For staff organising and attending such events it is essential that all necessary procedures have been followed beforehand (See trips, events and visits policy.)
- Staff will be fully aware of the nature of their responsibilities for supervision and care. They should take care that children and young people do not misinterpret or abuse the more relaxed relationships which can arise, ensuring professional boundaries remain in place.
- Ground rules must be set and staff must remember that they are adults, at work, with a responsibility for their behaviour and a duty of care for the young people they are with. If they feel that relationships appear to children and young people to be less formal than usual there is all the more reason for observing the points in this guidance with greater care than ever (Also, see child protection and safeguarding policy.)
- On residential staff should not enter the bedrooms of children and young people alone and no child or young person should be invited into the room of an adult. All discussions should take place in a communal area or office if confidentiality is needed.
- Staff are expected to boundary hold and not share details of their personal lives with children or young people.

13. First Aid and Medication

- Bite Back 2030 have members of staff who are trained in First Aid and at all visits, trips and residential a first aider will be available.
- At no time must a member of staff give any form of medication, including non-prescription drugs such as paracetamol, to a child or young person. The only exception is the administration of urgent life-saving treatment, such as an epipen following a severe allergic reaction or insulin.
- If called on to administer first aid, staff should wherever possible ensure that

another adult is present, again restricting physical contact to the minimum, ensuring the incident is reported in full immediately.

- When attending residentials or special events consent from parents/carers should include information related to the health, dietary and medication requirements of each child or young person.

14. Dress Code & Personal Appearance

- Staff should demonstrate a high level of professional standards in all aspects of their conduct. As important role models in the lives of young people, this should include the standard of dress, personal image, hygiene and demeanour.
- When working with students, staff are expected to dress in a way which reflects the seriousness and professionalism of their role, and which avoids conveying confusing or inappropriate messages.

15. Media Enquiries

All enquires from the media should be reported to the designated safeguarding lead immediately, staff are not allowed or expected to speak on behalf of the organisation or represent Bite back 2030 on social media, without prior consent.

16. Misconduct and incompetence

Bite Back 2030 will use this and other policies to hold staff accountable for fulfilling their roles and responsibilities. Staff may be subject to disciplinary action if they have breached any of our policies.

Employers are required to notify the relevant authority when staff are dismissed or cease employment for reasons of misconduct or incompetence, or where they resign in circumstances where dismissal was a possibility. Where employers judge misconduct to involve a risk of harm to children and young people, they are required to refer cases to the Disclosure and Barring Service (DBS).