***Last reviewed: 24/03/2024***

Code of Behaviour

## Principles

As an adult at **Southampton Ukrainian Community Support Group (UKRCG)** – whether as a member of staff or a volunteer – you have a responsibility to ensure that everyone attending **UKRCG** activities, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working in **UKRCG** 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 procedures following suspicion, disclosure or allegation of child abuse;
* the recognise the position of trust in which they have been placed; and
* in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate

All persons who wish to work/Volunteer in **UKRCG**, must accept and understand this policy. They must also agree to put **UKRCG’s** policies on safeguarding children and vulnerable adults into practice.

## Meeting your responsibilities

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don’t’s to help you ensure that:

* the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
* you avoid compromising situations or opportunities for misunderstandings or allegations.

# Code of behaviour

1. **DO** put this code into practice at all times;
2. **DO** treat everyone with dignity and respect;
3. **DO** set an example you would wish others to follow;
4. **DO** treat all young people equally - show no favouritism;
5. **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
6. **DO** follow recommended adult/young people ratios for meetings and activities;
7. **DO** respect the right to personal privacy of a child, young person or vulnerable adult;
8. **DO** avoid unacceptable situations within a relationship of trust, *eg:* a sexual relationship with a young person or vulnerable adult over the age of consent;
9. **DO** have separate sleeping accommodation for children, young people, adults and Young Leaders working with a younger Section in any overnight activity;
10. **DO** allow children, young people and vulnerable adults to talk about any concerns they may have;
11. **DO** encourage others to challenge any attitudes or behaviours they do not like;
12. **DO** avoid being drawn into inappropriate attention seeking behaviour, eg*:* tantrums and crushes;
13. **DO** follow **UKRCG’s** 'no alcohol' guidance;
14. **DO** make everyone aware of **UKRCG’s** procedures for safeguarding children, young people and vulnerable adults;
15. **DO** remember this code even at sensitive moments, e.g.*:* when responding to bullying, bereavement or abuse;
16. **DO** keep other members of staff/volunteers informed of where you are and what you are doing;
17. **DO** remember someone else might misinterpret your actions, no matter how well-intentioned;
18. **DO take any allegations or concerns of abuse seriously and refer immediately.**
    1. **DO NOT** trivialise abuse;
    2. **DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
    3. **DO NOT** permit abusive peer activities, e.g.*:* initiation ceremonies, bullying;
    4. **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual;
    5. **DO NOT** play physical contact games with children, young people or vulnerable adults;
    6. **DO NOT** make suggestive remarks or threats to a young person, even in fun;
    7. **DO NOT** use inappropriate language - writing, phoning, email or internet;
    8. **DO NOT** let allegations, suspicions, or concerns about abuse go unreported;
    9. **DO NOT** organise trips outside the group’s agreement with guests
    10. **DO NOT just rely on your good name to protect you.**

# Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| 16/04/2022 | N/A | The policy was approved by the committee on 04/16/22 |
| 24/03/2024 | M.Tudjaroglu | Revised and updated. |
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Please sign to confirm you have read and understood the UKRCG Code of Behaviour Policy.

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