



## **Home-Start Mid & West Suffolk (Home-Start)**

### **Safeguarding and Protecting Children**

#### **Code of Conduct**

All adults who work or volunteer with, and on behalf of children are accountable for the way in which they behave and for the steps they take to manage risk and safeguard and protect children.

Home-Start offers parents the support they need to help give their children the best start in life. We support parents as they grow in confidence, strengthen their relationships with their children and widen their links with the local community.

**Throughout all our work and activities to support families, the best interests of the child(ren) are our prime concern.**

Adults working or volunteering with families and children occupy a position of considerable trust. Our conduct and behaviour, including in our private life, must demonstrate that we will always act in the best interests of the children with whom we come into contact. We avoid any behaviour which may compromise our ability to safeguard children and Home-Start's reputation.

This Code of Conduct is accepted and signed by all trustees, staff and volunteers across the Home-Start network on an annual basis. It ensures that we are all aware of our responsibilities and expectations in supporting families and children.

It is introduced to trustees, staff and volunteers as part of their induction and indicates that we fully understand and are committed to Home-Start's Policy and procedures for Safeguarding and Protecting Children.

Copies of the signed Codes of Conduct will be held on file in Home-Start's records.

In order to acknowledge our individual responsibility to protect children, and to reduce the likelihood of abuse taking place, each trustee, member of staff and volunteer signs their agreement:

- 1) to model and promote Home-Start's commitment to safeguarding and protecting children in all aspects of their work and wider conduct, including in the use of social network sites
- 2) not to exploit or abuse their position with regard to children
- 3) to follow the Home-Start Standards and Methods of Practice, the policies and procedures relating to safeguarding, including the Safeguarding Policy, this Code of Conduct, and policies relating to confidentiality and data protection.
- 4) to follow Home-Start procedures for reporting concerns about a child, or about the behaviour of an adult, without delay

- 5) to undertake safeguarding training specific to their role in order to keep knowledge and skills up to date
- 6) to model positive examples of behaviour towards children and adults
- 7) not to make inappropriate, sexual or abusive remarks
- 8) to listen to and respect the views of children
- 9) to recognise that children can be adversely affected by words and actions and to sensitively challenge inappropriate, offensive, racist or abusive language and behaviour, when safe and appropriate to do so
- 10) to ensure that any physical contact with a child is appropriate, acceptable to the child and non-abusive
- 11) to ensure that on occasions when they are on their own with children, they
  - i) have consulted with the parent/carer and made them aware of planned activities and venues including all car journeys, and
  - ii) understand the potential risks of adults being on their own with children and
- 12) agree all personal care of a child beforehand with the child and their parent/carer, and only undertake it if the child is unable to do this for themselves without assistance, this includes nappy changing and visits to the bathroom or lavatory.

#### **Declaration**

I acknowledge my responsibility to protect children.

I have read and agree to follow the:

- Home-Start Safeguarding and Protecting Children policy
- Home-Start Safeguarding and Protecting Children code of conduct
- Home-Start Data protection policy and procedure
- Home-Start Confidentiality policy and procedure

I accept that failure to work to this Code of Conduct may result in suspension pending investigation. For staff this may result in disciplinary action; trustees or volunteers who do not comply with the Code of Conduct may be asked to leave Home-Start.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Role (trustee/staff/volunteer) \_\_\_\_\_ Date \_\_\_\_\_

**We appreciate the time, energy and commitment that everyone brings to Home-Start. Through our consistent approach we each play a part in helping to ensure that Home-Start support helps children to be safe, secure and happy.**