

Code of Conduct for Staff and Volunteers

Behaviour

1. Paid staff and volunteers will use appropriate language to communicate with, young people, children, parents and colleagues.
2. Staff, volunteers, Junior Leaders, children, parents (and where appropriate visitors) will be made aware of the Club's Equal Opportunities and Confidentiality Policies.
3. Staff, volunteers and Junior Leaders will act as positive role models for children attending the club. They will be encouraged to listen, praise good behaviour, and to treat everyone with respect and dignity.
4. Bullying including aggressive and abusive behaviour will not be tolerated from staff, volunteers, Junior Leaders, children, parents or visitors.
5. Physical contact between staff/volunteers with children and young people is not acceptable as normal practice.
6. Staff should not be normally working alone with a child.

Inappropriate Communication

7. Paid staff and volunteers will not communicate with current youth club members or Junior Leaders outside the youth club in any way without the written permission of the parent/guardian and the youth club co-ordinator; written permission will be time limited.
8. Communication and contact includes:
 - "Social Networking" sites – Staff/Volunteers will not "Friend" any children/young person under the age of 18 years on any of the social networking sites
 - Chat rooms
 - Electronic messaging
 - Texting - Junior Leaders can text / email the coordinator to confirm absence and in relation to activities. Parents will be sent a form to give their permission for this,
 - Email
 - Phoning including mobile devices
 - Face to face (*Pre-arranged or regular*)
 - Through another person.
9. Staff will not access the internet on IT equipment registered to the organisation for personal use on club nights except with the specific permission of the co-ordinator.

Photographs

10. Photographs / video / sound recordings of children and Junior Leaders will only be taken with the permission of the co-ordinator and by using recording equipment owned by the organisation only.




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11. Photographs / video / sound recordings taken will be for use on the Junior Youth Club Web Site, social media sites, Newsletters or for other authorised promotional material approved by the Youth Club Management Committee and only once parental permission has been obtained to use images of their children for promotional/marketing/historical purposes.
12. Staff, volunteers and Junior Leaders must not use camera phones or their own equipment to record youth club activities where children are present and within shot of the camera. They must not copy any recordings captured legitimately for Junior Club business or store this on their own media / web sites.
13. Parent's permission for photographs / video for our newsletters / website / Social Media sites / Historical archive will be requested as part of our registration form which are stored within a locked filing cabinet or secure server. We will retain all photos for historical purposes. Parents can withdraw their consent at anytime.
14. Images of children will be not be stored on IT equipment owned by the organisation unless it is encrypted. Images will be saved on an encrypted CD and stored within a locked filing cabinet / safe. Printed images will be stored within a locked filing cabinet.
15. A copy of this Policy will appear on our web site and is available in hard copy by request. We strongly urge parents to read this.

Action

16. Complaints arising from a breach of the above policy will be investigated by the co-ordinator and where appropriate reported to the Management committee for further consideration.

This policy was adopted at a meeting of	Tilehurst Junior Youth Club	(name of provider)
Held on	<u>15/05/2018</u>	(date)
Review Date	<u>15/05/2019</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Kim Donnison</u>	
Role of signatory (e.g. chair/owner)	<u>Acting Chair</u>	