

## **Code of Conduct**

Thank you for choosing to be part of the team at Refresh Dance and Fitness. As a team, we are committed to keeping children safe. Please would you fill out this form so that we are all in agreement on our responsibilities when looking after other people's children.

Please read through ALL of the statements below in 'DO' and 'DO NOT's' and then sign and hand back in to confirm you have read and understood:

### **Here is a list of things to do...**

- Exercise caution about being alone with a child. In situations where this is unavoidable, ensure another worker or volunteer knows what you are doing and where you are.
- Ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset or help with toileting.
- Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help
- Talk explicitly to children about their right to be kept safe from harm
- Listen to children and take every opportunity to raise their self esteem
- Work as a team with your coworkers/volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it
- Remember if you have to speak to a child about their behaviour you are challenging 'what they did', not 'who they are'
- Read the Safeguarding Policy and be confident that you can recognise when a child may be suffering harm, handle disclosure and when to report concerns
- Seek advice and support from your colleagues and Designated Safeguarding Lead
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself
- Seek opportunities for training
- Where possible encourage parents to take responsibility for their own children

### **Here is a list of the things NOT to do...**

- Use any kind of physical punishment or chastisement such as smacking or hitting
- Use non-prescribed drugs or be under the influence of alcohol or smoke in front of a child
- 'Friend' or 'follow' anyone under the age of 18 on social media
- Have phone numbers for anyone aged under 18 (there are some exceptions to this rule which are to be discussed and agreed with the Designated Safeguarding Lead and consented to by parents/ carers)
- Give anyone under the age of 18 a lift in a car (there are some exceptions to this but anything like this MUST be agreed by the Designated Safeguarding Lead and the parent/ carer)
- Behave in a way that frightens or demeans any child
- Use any racist, sexist, discriminatory or offensive language
- Invite a child to your home or arrange to see them outside the set activity times
- Engage in any sexual activity (including sexualised language) with a child you meet through your duties or start a personal relationship with them, this is an abuse of trust
- Engage in rough or physical games, including horseplay
- Let allegations a child makes go unchallenged, unrecorded or not acted upon

- Rely upon good nature to protect you or believe “it could never happen to me”
- Give children presents or personal items \*

\*Exceptions: Small birthday/leaving tokens; providing equipment for a family in need to enable participation. Gifts should come from the organisation, be agreed with the Designated Person and the child’s parent/carer. Gifts should not be accepted other than small tokens, which you should mention to the activity leader

This policy will be reviewed annually.  
Date of last review **08/04/2021**

Signed.....**S. Ashworth**..... (Designated Safeguarding Lead)

**STAFF**

Louise Jacobs: \_\_\_\_\_ L. Jacobs \_\_\_\_\_ Date: \_\_\_\_\_ 10.04.2021 \_\_\_\_\_

Connor Harmsworth \_\_\_\_\_ C. Harmsworth \_\_\_\_\_ Date: \_\_\_\_\_ 10.04.2021 \_\_\_\_\_

Jemma Percy \_\_\_\_\_ J. Percy \_\_\_\_\_ Date: \_\_\_\_\_ 10.04.2021 \_\_\_\_\_

Denise Ashworth \_\_\_\_\_ D. Ashworth \_\_\_\_\_ Date: \_\_\_\_\_ 10.04.2021 \_\_\_\_\_

Nicola Islip \_\_\_\_\_ N. Islip \_\_\_\_\_ Date: \_\_\_\_\_ 10.04.2021 \_\_\_\_\_

Natalie Ashworth \_\_\_\_\_ N. Ashworth \_\_\_\_\_ Date: \_\_\_\_\_ 10.04.2021 \_\_\_\_\_