



Code of Conduct for Working with Children & Young People

Purpose

This policy applies to all employees, members, volunteers, agency staff, students or anyone working on behalf of Crediton Town Council (CTC). All working within CTC are expected to maintain the highest standards of behaviour to ensure the safety, wellbeing, and dignity of all young people. The following is a guide to helping create a safe and protective culture for young people and all working on behalf of CTC.

For full guidance in relation to safeguarding procedures please refer to CTC's Safeguarding Children and Young People Policy.

1. Respect and Professional Boundaries

- Treat all children and young people with respect and dignity
- Always maintain appropriate professional boundaries
- Avoid favouritism, exclusion, or forming inappropriate relationships; all young people should be equally supported and encouraged.

2. Safe and Appropriate Behaviour

- Always act as a positive role model
- Use appropriate language and behaviour; avoid any that could be considered abusive, discriminatory, or intimidating
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people (e.g. not having an inappropriate or intimate relationship).

3. Physical Contact

- Ensure any physical contact is appropriate, consensual, and necessary (e.g. for safety or support). If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another youth worker present
- Avoid unnecessary or prolonged physical contact
- Be aware of individual needs and cultural sensitivities.

4. Communication and Online Safety

- Communicate with young people in a way that is transparent, appropriate, and related to club activities
- Do not engage in private or secretive communication (including via social media or messaging apps). Youth workers/volunteers should not use their personal electronic communications (e.g. mobile phones, social networking sites) for contacting young people
- Refer to CTC's Safeguarding Children and Young People Policy and Communications & Media Protocol for practices relating to digital communication and online safeguarding.



5. Supervision and Accountability

- Avoid being alone with a young person where possible; ensure activities are visible and supervised. Where a private meeting with a young person is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting. If a young person participates in a review of their involvement as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member or volunteer
- Staff should remain professional when coming into contact with young people in community setting when not at work, for instance at the supermarket, in the town square or other community setting. Staff should keep conversations to a minimum, and if possible, to a simple acknowledgement. Where this is not possible and a longer conversation has taken place, staff should report this conversation by email, for their own safety, to their line manager
- Follow all safeguarding procedures as set out CTC's Safeguarding Children and Young People Policy
- Take responsibility for your actions and uphold CTC's policies.

6. Safeguarding Responsibilities

- Be alert to signs of abuse, neglect, or harm
- Report any concerns immediately in line with CTC's Safeguarding Children and Young People Policy
- Never ignore or dismiss a disclosure made by a young person.

7. Use of Images and Personal Data

- Obtain proper consent before taking or using photos or videos
- Ensure images are used appropriately and stored securely
- Youth workers/volunteers should not use their personal electronic devices (e.g. mobile phones) to take photographs of youth work sessions or young people. Staff should not store any youth work photographs on their personal devices
- Protect the confidentiality of personal information.

8. Prohibited Conduct

Staff and volunteers must not:

- Engage in any form of abuse (physical, emotional, sexual, or neglect)
- Develop inappropriate, exploitative, or sexual relationships with young people
- Give or receive gifts that could be seen as favouritism or grooming
- Use substances (alcohol/drugs) inappropriately whilst at work, even at times when they are not directly responsible for young people
- Use substances (alcohol/drugs) inappropriately in community settings in ways which could bring the reputation of CTC into disrepute, even when this is outside usual working hours
- Engage in illegal activity (such as drug taking) at any time
- Allow inappropriate, foul, sexualised or discriminatory language to remain unchallenged.



9. Reporting and Whistleblowing

- Concerns about the behaviour of others should be reported immediately. The Whistle Blowing Procedure is included in CTC's Safeguarding Children and Young People Policy. All concerns will be taken seriously and handled confidentially.

Policy Review

This Policy will be reviewed every three years, or in line with any legislative changes.