# SAFEGUARDING CODE OF CONDUCT

**The aim of this code of conduct is to create a safe and enjoyable environment for everyone involved in RDA**

Treat everyone equally, with respect and dignity and never engage in deliberately hurtful behaviour.

Bullying will not be tolerated in any form.

Everyone associated with RDA has a duty of care towards each other. Never abuse any position of trust you may hold and always act within appropriate boundaries, even in difficult circumstances.

Set an example you wish others to follow and remember everybody is a role model at all times, inside and outside of RDA.

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Physical contact should only be made with a child, young person or adult at risk in response to their needs at the time, and this should be appropriate to their age, gender, ethnicity and ability. Always explain your actions first and ensure you have consent.

Never allow or engage in rough, physical or sexually provocative games, and refrain from making sexually suggestive remarks, even in fun.

Inappropriate language should always be challenged.

Ensure that wherever possible parents/carers are responsible for an individual's personal care, such as using the toilet. Never do things of a personal nature that someone can do for themselves.

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Other than parents or guardians, never be alone with a child, young person or adult at risk when not in sight and hearing of others.

Other than parents or guardians, never take a child, young person or vulnerable adult to your house where they will be alone with you, or transport them from one location to another by yourself.

Always ensure an appropriate level of supervision. Children, young people and adults at risk should always have a responsible adult supervising their activity.

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Dress in a safe and appropriate manner for your time within RDA.

No one should be under the influence of alcohol/illegal substances whilst active within an RDA environment or acting in a capacity for RDA.

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**<u>Always inform your Safeguarding Officer immediately if:</u>**

You have any allegations made to you or any concerns yourself – it is unacceptable to not act upon a genuine concern. This includes those involving you directly.

You feel someone else has misinterpreted what you have said or done.

You have had to restrain or accidentally hurt a child, young person or adult at risk.

You think you may have breached the code of conduct.

***You should never plan to be in a situation where you are alone with one child, young person or adult at risk. Should an emergency occur, you must consider what action you are able to take, to ensure the situation is as safe as possible for everyone involved.***

January 2020 (reviewed 2023)