

12. Code of Conduct for Staff

Principles: This code of conduct for staff is an important element of MFC's safeguarding ethos and to ensure that all children and adults are protected from harm. It is designed to outline the expectations of MFC and provide a framework that underpins how staff will work ethically with those that engage with the organisation. It is the responsibility of all staff working on behalf of MFC to ensure that:

- They recognise the position of trust they have by working for MFC
- Their behaviour is appropriate at all times
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs or suspicions of abuse
- In every respect, the relationships they form with the children and adults are appropriate

How staff can meet their responsibilities: The following is a list of Do's and Don'ts to assist MFC staff to meet their duty to safeguard all children and adults they have responsibility for. By following this code of conduct MFC staff will avoid compromising situations or opportunities for misunderstands and/or allegations.

Do	read the Safeguarding Handbook and make everyone aware of the policies, procedures & processes		
Do	read and understand the Safeguarding Policy Statements for Children and Adults at Risk		
Do	ensure you are familiar with the safeguarding personnel and how to make contact with them		
Do	abide by the Code of Conduct for Staff and put it into practice at all times		
Do	follow the Code of Good Safeguarding Practice when Working with Children and Adults at Risk		
Do	encourage others to challenge any attitudes or behaviours they do not like		
Do	follow MFC child/adult ratios for meetings and activities		
Do	allow children and adults to talk about any concerns they may have		
Do	respect the right to personal privacy of a child, young person or vulnerable adult		
Do	remember someone else might misinterpret your actions - no matter how well-intentioned		
Do	avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes		
Do	keep other members of staff informed of where you are and what you are doing		
Do	take any allegations or concerns of abuse seriously and refer immediately to the DSO		
Do	remember this code at sensitive moments e.g. when responding to bullying or abuse		
Do	have separate sleeping accommodation for participants and staff in any overnight activity		
Do	avoid breaches of trust e.g. a sexual relationship with a child or adult participant over the age of consent		
Do	plan activities so that more than one other person is, or at least are within sight and hearing of others		
Do	treat everyone with dignity and respect	Do	follow MFC's no alcohol instruction
Do	treat all participants equally/show no favouritism	Do	set an example you would wish others to follow

Do Not	trivialise abuse		
Do Not	form a relationship with a child, young person or adults at risk as that is an abuse of trust		
Do Not	permit abusive peer activities e.g. initiation ceremonies, bullying etc.		
Do Not	engage in inappropriate behaviour or contact e.g. physical, verbal, sexual etc.		
Do Not	play physical contact games with children, young people or adults at risk		
Do Not	make suggestive remarks or threats to children, young people or adults at risk, even if meant in fun		
Do Not	use inappropriate language when writing, phoning, emailing posting on the internet		
Do Not	let allegations, suspicions, or concerns about abuse go unreported		
Do Not	just rely on your good name to protect you		

This Code of Conduct for Staff is the core framework for ethical working generally and should be read in conjunction with any and all other codes of conduct that apply to any specific project delivery.

Reviewed & Updated: September 2018

MFC will review this **Code of Conduct for Staff** and best practice at least annually. In addition, more frequent reviews will be undertaken following any major safeguarding incident, incident learning outcomes, organisational changes, as well as changes to legislation.