

14. 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's 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 adult 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 adult at risk.
Do Not	make suggestive remarks or threats to children, young people or adult 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: April 2021

MFC will review this **Code of Conduct for Staff** and best practice at least annually. In addition, more frequent reviews will be undertaken following a change in safeguarding legislation; following the implementation of a new activity or service which involves contact with children and/or adults at risk; following a safeguarding incident within the Club (or one which directly concerns or affects the Club); and/or following a significant organisational change.