

Worcestershire Parent and Carers' Community (WPCC)

Behaviour Code for Employees, Workers, Volunteers and Trustees

This behaviour code outlines the conduct that WPCC expects from all our staff including employees, workers, volunteers and trustees and anyone who is undertaking duties for the organisation, whether paid or unpaid. The code is there to help protect children, young people, and vulnerable adults from abuse.

In your role at WPCC, you are acting in a position of trust and authority and have a duty of care towards the children, young people and vulnerable adults you work with. We expect everyone taking part in the services of our organisation to display appropriate behaviour at all times. This includes behaviour that takes place outside WPCC and behaviour that takes place online. WPCC is responsible for making sure everyone acting on behalf of WPCC and taking part in our activities has seen, understood, and agreed to follow the behaviour code and that they understand the consequences of inappropriate behaviour.

Employees, workers, volunteers, and trustees should always:

- Promote relationships that are based on openness, honesty, trust, and respect.
- Act as a good role model and representative of WPCC.
- Provide opportunities and show patience and understanding so that children, young people, vulnerable adults, and parents/carers can talk about issues that are important to them.
- Recognise a person's right to privacy.
- Respect an individual's faith and cultural traditions.
- Create an environment in which children, young people, vulnerable adults, and parents/carers feel safe and deal with situations which might make the setting unsafe.
- Ensure that contact with children, young people and vulnerable adults is appropriate and relevant to the nature of the activity involved.
- Ensure that, whenever possible, there is more than one adult present during activities with children, young people, and vulnerable adults.
- Avoid physical contact where possible. If it is needed, e.g., to demonstrate a skill or to assist a child, young person or vulnerable adult with a disability, or if it is wanted by a child, young person or vulnerable adult who is upset, use common sense, keep it impersonal and short.
- Maintain the confidentiality of information of members and the organisation.
- Comply with all relevant WPCC policies and procedures, e.g., Safeguarding Children and Safeguarding Vulnerable Adults Policies, Social Media Policy for Employees, Workers, Volunteers and Trustees, etc.

Employees, Workers, Volunteers and Trustees should never:

- Engage in inappropriate behaviour or use inappropriate language while working.
- Use, permit or accept abuse or discriminatory behaviour towards children, young people, or vulnerable adults, e.g., bullying, taunting, etc.
- Show favouritism towards anyone.
- Develop inappropriate relationships with children, young people, or vulnerable adults.
- Meet a child, young person, or vulnerable adult away from the usual meeting place unless the parent/carer and/or the organisation/group is aware of the arrangement.
- Transport a child, young person or vulnerable adult on their own without the permission of the parent/carer and the knowledge of the organisation/group.
- Smoke, vape, or use alcohol or drugs when working or immediately prior to working.
- Take unnecessary risks.
- Allow an allegation or concerns to go unreported.

If an employee, worker, volunteer, or trustee has behaved inappropriately, he/she will be subject to WPCC disciplinary procedures. Depending on the seriousness of the situation, he/she may be asked to leave WPCC. A report might also be made to the statutory agencies, e.g., the Police and/or the Local Authority Child Protection Services.

If a person becomes aware of any breaches of this behaviour code, he/she must report them to the Designated Safeguarding Lead or Deputy. If necessary, he/she should follow the Whistleblowing Policy and Safeguarding Children and Safeguarding Vulnerable Adults Policy.

LADO – Worcestershire Children First

The Local Authority Designated Officer (LADO) is responsible for managing allegations against adults who work with children. This involves working with Police, Children's Social Care, employers, and other professionals. The LADO does not conduct investigations directly, but oversees and directs them to ensure thoroughness, timeliness, and fairness. Ordinarily, to ensure impartiality, the LADO will not have direct contact with the adult against whom the allegation has been made, or the family of the child/children involved, but will, as part of their role, ensure that these people have information regarding outcomes.

If a person is unsure about referring to the LADO the Designated Safeguarding Lead should be contacted in the first instance after reading the leaflet for 'A Guide for Professionals and Volunteers Who Work with Children'

https://www.worcestershire.gov.uk/info/20559/refer_to_childrens_social_care/1659/are_you_worried_about_an_adult_who_works_with_children. The LADO should be contacted within one working day of the incident arising where it appears that an allegation or concerns about a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates they may pose a risk to children.

The Safeguarding Lead of WPCC will need to assess whether to contact the LADO prior to discussing the allegation or concern with the individual. This will be undertaken on an individual basis depending on the level of risk to a child/ren.

A formal referral can be made to

https://www.worcestershire.gov.uk/info/20559/refer_to_childrens_social_care/1659/are_you_worried_about_an_adult_who_works_with_children. This is submitted securely to LADO@worcschildrensfirst.org.uk. The LADO team can be contacted on 01905 846221.

Further information about what happens next, what happens at the end of an investigation, escalations, etc can be obtained from the website above.

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