



Allsorts Gloucestershire

Code of Conduct

This Code of Conduct applies to all staff in all settings. Failure to meet this Code of Conduct could be classed as misconduct and lead to disciplinary proceedings.

All Allsorts staff are also required to act within the law at all times, even if that is not stated within this Code of Conduct.

All staff are required to read this Code of Conduct in full, sign it, and adhere to it at all times.

Any breaches of this Code of Conduct, either by the staff member themselves, or by another staff member, must be reported immediately to a line manager or, where that is not possible, to the trustees.

1. Allsorts mission and goals

- I will seek to promote and support Allsorts' mission and goals at all times, and will not act in a way that is contrary to them.
- I will notify my line manager or, where that is not possible, the trustees, about any incidents, behaviours or occurrences that do not support Allsorts' mission and goals.

2. Protecting Allsorts' reputation

- I will always personally conduct myself in a manner which protects Allsorts' reputation within the local community and more widely.
- I will notify my line manager or, where that is not possible, the trustees, about any incidents, behaviours or occurrences that could pose a potential risk to Allsorts' reputation.
- I will never act in a way that could harm Allsorts' brand or reputation.

3. Personal gain

- I will never use my employment with Allsorts for personal gain of any kind.

4. My conduct

- I will always act within Allsorts policies and procedures, and within the law.
- I will always conduct myself in a way that will not bring Allsorts' reputation into disrepute.

5. Working with children and young people

- I will adhere to all policies relating to children and young people that Allsorts has in place. I will always act within the law regarding children and young people. I understand that failure to meet Allsorts' standards in these areas, or any breaches of the law may result in dismissal.
- I will listen to and respect children at all times.
- I will treat all children fairly, without prejudice and discrimination, and will not show favouritism to anyone.
- I will actively involve children and young people in planning activities wherever possible.
- I will always ensure my language is appropriate, not offensive or discriminatory.
- I will provide examples of good conduct you wish children and young people to follow.
- I will always report unacceptable behaviour, and report all allegations and suspicions of abuse.
- I will ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that I am within sight or hearing of other adults.
- I will always respect a young person's right to personal privacy.
- I will encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- I will not patronise or treat children and young people as less important than others.
- I will never develop inappropriate relationships such as contact with children and young people that is not part of the work of Allsorts or agreed with the manager or leader.
- I will never engage in any form of sexual relationship with a child or vulnerable adult, or indulge in any form of sexual contact with a child or young person. Any such behaviour between a member of staff and a child or vulnerable adult is not acceptable under any circumstances, regardless of whether or not the child or vulnerable adult is an Allsorts service user.
- I will never be under the influence of drugs or alcohol when working with children or young people.

6. Working together

- I will always work with my colleagues in a respectful manner, listening to their opinions, and valuing their experience and perspective.

7. Working with Allsorts members

- I will always listen to member views and ideas and will make sure these are fed back to the rest of the team.
- I will never devalue or judge a member's perspective, and will remember that my role is to serve members at all times.

I have read and understood this Code of Conduct, and understand that a breach of any part of it may lead to disciplinary proceedings.

Signed:.....

Date: