

# **Code of conduct**

## **Code of conduct for people working with children**

This Code of Conduct details the type of practice we require all adults working in our children homes to follow when in contact with children. This code of conduct will assist in ensuring the safety of the children who participate in our homes, promote good practice and reduce the likelihood of false allegations. Good conduct not only prevents incidents and allegations, but also helps to highlight any conduct that is unsafe or unprofessional.

### *When working with children:*

- Treat all children equally, with respect and dignity; not appear to favour one child or show interest in one child more than another
- Do not discriminate against a child because of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity
- Be professional and maintain the highest standards of personal behaviour at all times
- Always put the care, welfare and safety needs of a child first
- Try to work in an open environment, in an open and accountable manner at all times, avoiding unobserved situations
- Be a good role model, avoiding smoking, drinking or use of bad language in front of children; don't be under the influence of drink, drugs or any illegal substance
- Give enthusiastic and constructive feedback rather than negative criticism
- Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching, slapping) should be regarded as a serious incident
- Use appropriate language. Do not swear, and never make suggestive comments to a child. If a child makes such comments, be prepared to enforce these boundaries in your response.
- Ensure that if any form of manual or physical contact is required during an activity that the child is informed of what is required and their consent is obtained
- Maintain a professional relationship with children. Any form of sexual relationship or activity with a child is unacceptable and could lead to disciplinary or legal action.
- Never make sexually suggestive comments to a child, even in fun
- Never allow allegations made by a child to go unrecorded or not acted upon
- Report immediately any suspicion that a child could be at risk of harm or abuse
- Never form inappropriate physical relationships with children
- If a concern comes to your attention, record information, including relevant details. Be sure to record opinions or feelings as such; do not record them as facts. Do not question or interview the people involved in the incident of concern.
- Report any concerns within the area of Child Protection (physical, emotional or sexual abuse, neglect or bullying), in confidence and without delay, to the board.

Individuals who harm a child or place a child at risk of harm will be asked to leave or are moved away from working with children by the Board of the Society of Helpless Children Dharan

This was adopted as the Code of Conduct of

“.....” at a Committee meeting  
on....., and is certified as a true  
copy.

Name.....  
(Print)  
Signature.....

Name.....  
(Print)  
Signature.....

Committee.....  
Position.....  
Date.....

Committee .....  
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