

CODE OF PRACTICE

Principles

As an adult working in ICC Relief Ltd – whether as a member of staff or a volunteer – you have a responsibility to ensure that everyone attending ICC Relief activities, particularly children, young people and guardians/parents are protected from harm. It is the responsibility of each adult working in Charity to ensure that:

- Their behaviour is appropriate at all times
- They observe the rules established for the safety and security of children, young people, and guardians/parents
- they follow the procedures following suspicion, disclosure, or allegation of child abuse
- They recognise the position of trust in which they have been placed; and
- In every respect, the relationships they form with the children, young people and guardians/parents in their care are appropriate

All persons who wish to work in ICC Relief Ltd, must accept and understand this policy.

They must also agree to put ICC Relief's policies on Child Safety into practice.

Meeting Your Responsibilities

To give positive guidance the Code of Practice (below) provides a list of 'do's and don'ts' to help you ensure that:

- The welfare of the children and/or young people and/or guardians/parents for whom you have a duty of care is safeguarded;
- You avoid compromising situations or opportunities for misunderstandings or allegations.

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- ✓ **DO** put this code into practice at all times;
- ✓ **DO** treat everyone with dignity and respect;
- ✓ **DO** set an example you would wish others to follow;
- ✓ **DO** treat all young people equally - show no favouritism;
- ✓ **DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
- ✓ **DO** follow recommended adult/young people ratios for meetings and activities;



- ✓ **DO** respect the right to personal privacy of a child, young person or guardians/parents
 - ✓ **DO** avoid unacceptable situations within a relationship of trust, e.g.: a sexual relationship with a young person or guardians/parents over the age of consent.
 - ✓ **DO** allow children, young people and guardians/parents to talk about any concerns they may have
 - ✓ **DO** encourage others to challenge any attitudes or behaviours they do not like.
 - ✓ **DO** avoid being drawn into inappropriate attention seeking behaviour, e.g.: tantrums and crushes
 - ✓ **DO** make everyone aware of ICC Relief's procedures for Child Safety,
 - ✓ **DO** remember this code even at sensitive moments, e.g.: when responding to bullying, bereavement or abuse
 - ✓ **DO** keep other members of staff/volunteers informed of where you are and what you are doing.
 - ✓ **DO** remember someone else might misinterpret your actions, no matter how well-intentioned.
 - ✓ **DO** take any allegations or concerns of abuse seriously and refer immediately.
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- **DO NOT** trivialise abuse.
 - **DO NOT** form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
 - **DO NOT** permit abusive peer activities, eg: initiation ceremonies, bullying;
 - **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual
 - **DO NOT** play physical contact games with children, young people or guardians/parents
 - **DO NOT** make suggestive remarks or threats to a young person, even in fun
 - **DO NOT** use inappropriate language - writing, phoning, email or internet
 - **DO NOT** let allegations, suspicions, or concerns about abuse go unreported
 - **DO NOT** just rely on your good name to protect you.