



JIGSAW Code of Conduct

This Code of Conduct outlines the conduct expected of JIGSAW staff and volunteers and staff from other organisations or visiting adults who engage with children and young people through JIGSAW and its activities.

Purpose

This code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to JIGSAW's manager under the whistle-blowing procedure or, if necessary, under child protection procedures.

Staff and volunteers who breach this code of behaviour may be subject to JIGSAW's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave a JIGSAW activity or service.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

The role of staff and volunteers

When working with children and young people at JIGSAW, staff and volunteers are acting in a position of trust. It is important that staff and volunteers are made aware that they may be seen as role models by children and young people, and must act in an appropriate manner at times.

When working with children and young people, it is important to:

- Follow JIGSAW's child protection policy and procedures at all times
- Act within JIGSAW's wider policies and procedures
- Listen to and respect children at all times
- Avoid favouritism
- Treat children and young people fairly and without prejudice and discrimination
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible
- Ensure any contact with children and young people is appropriate and in relation to the work of the project
- Always ensure language is appropriate and not offensive or discriminatory
- Always ensure equipment is used safely and for its intended purpose
- Provide examples of good conduct you wish children and young people to follow
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse

Page 1 of 2



- 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 you are within sight or hearing of other adults
- Be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are
- Respect a young person's right to personal privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Recognise that special caution is required when you are discussing sensitive issues with children or young people

You must not:

- Patronise or treat children and young people as if they are silly
- Allow allegations to go unreported
- Develop inappropriate relationships such as contact with children and young people that is not part of the work of JIGSAW or agreed with the manager or leader
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of JIGSAW represents a serious breach of trust on the part of the staff member and volunteer and is not acceptable under any circumstances
- Let children and young people have your personal contact details (mobile number or address)
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- Act in a way that can be perceived as threatening or intrusive
- Make inappropriate promises to children and young people, particularly in relation to confidentiality
- Jump to conclusions about others without checking the facts
- Either exaggerate or trivialise child abuse issues
- Rely on your reputation or that of the organisation to protect you
- Be under the influence of drugs or alcohol when working with children or young people

