



Shropshire Dyslexia Association

Charity No 513065

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Shropshire Dyslexia Association Code of Behaviour Policy for Adults

Principles

As an adult working in the Shropshire Dyslexia Association (SDA) – whether as a member of the tuition team at our workshops or a volunteer – you have a responsibility to ensure that everyone attending the SDA's activities, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working in the SDA 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 vulnerable adults;
- ✓ 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 vulnerable adults in their care are appropriate

All persons who wish to work in the Shropshire Dyslexia Association, must accept and understand this policy. They must also agree to put Small Charity Support's policies on safeguarding children and vulnerable adults into practice.

Meeting your responsibilities

In your role at the SDA you are in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

You are responsible for:

- ✓ prioritising the welfare of children and young people
- ✓ providing a safe environment for children and young people
- ✓ ensuring equipment is used safely and for its intended purpose
- ✓ having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- ✓ following our principles, policies and procedures including our policies and procedures for child protection/safeguarding, and online safety
- ✓ staying within the law at all times
- ✓ modelling good behaviour for children and young people to follow
- ✓ challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Chairperson/Designated Safeguarding Lead or Workshop Lead
- ✓ reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures (this includes behaviour being displayed by an adult or child and directed at anybody of any age).

Rights

You should:

- ✓ treat children and young people fairly and without prejudice or discrimination
- ✓ understand that children and young people are individuals with individual needs
- ✓ respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious
- ✓ belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- ✓ challenge discrimination and prejudice
- ✓ encourage young people and adults to speak out about attitudes or behaviour that make them uncomfortable.

Relationships

You should:

- ✓ promote relationships that are based on openness, honesty, trust and respect
- ✓ avoid favouritism
- ✓ be patient with others
- ✓ exercise caution when you are discussing sensitive issues with children or young people
- ✓ ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ✓ ensure that whenever possible, there is more than one adult present during activities with children and young people
- ✓ if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- ✓ if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- ✓ only provide personal care in an emergency and make sure there is more than one adult present if possible.

Respect

You should:

- ✓ listen to and respect children at all times
- ✓ value and take children's contributions seriously, actively involving them in planning activities wherever possible
- ✓ respect a young person's right to personal privacy as far as possible.
- ✓ if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

- ✓ When working with children and young people, you must not: allow concerns or allegations to go unreported
- ✓ take unnecessary risks
- ✓ smoke, consume alcohol or use illegal substances
- ✓ develop inappropriate relationships with children and young people
- ✓ make inappropriate promises to children and young people
- ✓ engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person.
- ✓ let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- ✓ act in a way that can be perceived as threatening or intrusive
- ✓ patronise or belittle children and young people
- ✓ make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately you will be subject to our disciplinary procedures.

Depending on the seriousness of the situation, you may be asked to leave [name of group/organisation]. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the Chairperson/Designated Safeguarding Lead or Workshop Lead. If necessary you should follow our safeguarding and child protection procedures.

Visit nspcc.org.uk/vcs for more information and resources for voluntary and community organisations

Review of Policy

The Committee shall review this policy annually and the Designated Safeguarding Lead (DSL) shall ensure that the views of tutors, paid and voluntary are sought and reflected in the review process.

Next Review due September 2021