

The Sulgrave Club

Code of Conduct

Purpose

The aim of the Sulgrave Club is “to help and educate young people through their leisure time activities so to develop their physical, mental and spiritual capacities, so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved. The Club shall be governed and managed in accordance with the principals and aims of the Federation of London Youth Clubs, under the terms and conditions of affiliation of said organisation.”

The Club works primarily with young people aged eight to nineteen years and this code of conduct is provided to give guidance to staff and volunteers around their legal and social responsibility to each other and the young people the Sulgrave Club is responsible for.

Scope

This code of conduct is written to advise all paid staff and volunteers on appropriate behaviour and practice whilst undertaking work for the Sulgrave Club. Where the term ‘worker’ or ‘co-worker’ is used within this code of conduct, it shall be taken to mean both paid staff and volunteers working for the Sulgrave Club.

Where this code of conduct refers to the active membership of a young person at the Sulgrave Club, it shall be taken to mean any young person who used services within the Sulgrave Club who is under 20 years of age and who has not been banned indefinitely from the Club.

Active membership is not strictly limited to young people whose names are on the register maintained by the club. Membership is not automatically terminated once a young person’s name is removed from this register and a young person who is on a temporary ban from the Club is still considered an active member.

This code of conduct is not written to replace relevant policy and procedure, but should instead be read alongside other mandatory policy and procedure to enhance a colleague’s effectiveness within the organisation. Most notably it is recommended staff read the Sulgrave Club’s Safeguarding Children, Equal Opportunities and Health and Safety policies and procedures before/alongside this code of conduct to enhance their understanding of appropriate conduct whilst working for the Sulgrave Club.

1. Relationships and Behaviour

- 1.1 All workers must promote safe professional practice and good behaviour standards to young people whilst working or volunteering alongside young people. Part of this involves maintaining good working relationships with

other workers and stakeholders as well as maintaining professional boundaries with young people.

- 1.2 Workers must ensure they are supportive of their co-workers whilst interacting with young people. This includes but is not limited to:
 - being responsible for their own time-management and reporting all lateness and absence to their supervisor
 - being responsible for undertaking appropriate training around issues of safeguarding, equal opportunities and other training needs as outlined in their supervision
 - maintaining appropriate records of finances and their work for the Sulgrave Club
 - contributing to appropriate reports such as the Sulgrave Club's annual report
- 1.3 Where a worker has a grievance with a co-worker's behaviour this should be raised during team meetings or individual supervision with the Club Manager in accordance with Grievance Policy guidelines.
- 1.4 Whilst the Sulgrave Club appreciates workers may choose to build informal relationships with each other outside of work undertaken for the Club, the organisation stresses the importance of maintaining professional boundaries during hours of work. Workers are to ensure their behaviour is appropriate and exemplary of the Sulgrave Club's aims and objectives whilst they are working for the Sulgrave Club.
- 1.5 No form of inappropriate relationship with young people will be permitted whilst working with a young person in the care of the Sulgrave Club. This includes friendly, sexual or business relationships. Workers are responsible for ensuring they establish appropriate professional boundaries with young people who have active membership at the Sulgrave Club.
- 1.6 If a worker is found to have encouraged such a relationship with a young person whose membership at the Club is still active, it will be considered gross misconduct and the worker will face disciplinary action by the Club Manager and Management Committee.
- 1.7 Workers are to ensure that verbal or physical force is avoided when interacting with young people. All such incidents with young people or between young people shall be reported to the Club Manager so they may act on the situation appropriately.

2. Confidentiality

- 2.1 Workers must respect that this line of work will involve situations whereby a private conversation between themselves and young people may not be able to remain private.

- 2.2 Where a young person is suspected to be in danger, or pose a risk to the safety of another person, or where police involvement will be necessary, workers are obliged to report their concerns to the Club Manager in line with current child protection procedures. This can be done at a team meeting so all staff are aware or in a one-to-one supervision meeting with the Club Manager, this decision can be made at your discretion.
- 2.3 The Club Manager is the designated child protection officer and is responsible for acting on all issues of safeguarding concern in line with current safeguarding procedures. Part of this may mean the Club Manager is duty bound to share information imparted with relevant workers- but this will only be done on a need to know basis.
- 2.4 Where workers suspect such issues will occur, they are also obliged to inform the young person that confidentiality may be broken in order to protect their well-being.

3. Gifts and Money

- 3.1 In accordance with current safeguarding procedures workers at the Sulgrave Club are to ensure they do not lend or borrow money from young people who are active members of the Club. Workers are also not permitted to exchange gifts or cards with young people who have active membership of the Club.

4. Drugs and Alcohol

- 4.1 It is not acceptable to undertake duties for the Sulgrave Club under the influence of alcohol or illegal drugs. Workers are responsible for ensuring they are fit to undertake their duties and also for reporting times when they will not be fit to work to their supervisor.
- 4.2 Workers are responsible for ensuring that young people do not use or exchange drugs or alcohol on the premises of the club or during activities undertaken for the Sulgrave Club off-site.
- 4.3 All workers have the right to refuse services to young people they suspect are under the influence of drugs and/or alcohol, and are obliged to report such incidents to the Club Manager.

5. Personal Opinions and Beliefs

- 5.1 Workers should recognise they are in a position of authority and trust whilst undertaking work and as such the Sulgrave Club expects that workers will leave their personal opinions and beliefs at home whilst working with young people.

- 5.2 Workers should also challenge statements or actions of young people and other workers that could be viewed as direct or indirect discrimination, in accordance with the Sulgrave Club’s equal opportunities policy.
- 5.3 Such challenges should be made positively and without impacting on a young person’s own beliefs and values, in effect allowing the young person to come to their own conclusions about where these statements or actions have come from.


6. Conflict of Interest

- 6.1 The Sulgrave Club recognises that colleagues may have relationships or interests that conflict with the aims and objectives of the Sulgrave Club and/or with this code of conduct. Where a colleague recognises they have a relationship which may impact on their ability to adhere with the Club’s aims and objectives and/or with this code of conduct, they are required to disclose the relationship to the Club Manager so that appropriate support may be given or action taken to ensure the integrity of the Club.

Consultation and Commitment to Review

The Sulgrave Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and young people through the Sulgrave Youth Forum.

The employees’ and volunteers’ representative is Nick Sazeides.

Signature: 
 Position: Chairman
 Date: 6 November 2018

Signature: 
 Position: Club Manager
 Date: 6 November 2018

Review date: NOVEMBER 2019