



Code of Behaviour

Principles

Due to the voluntary nature of The Pathhead and District Community Association SCIO (PDCA) the PDCA does not staff the majority of events when leasing the Community hall. It is leased to:-

- 1) regular user groups i.e. Mothers and Toddlers and the Pathhead Youth Project. Staff and organisers of such groups must ensure that their staff work within legal frameworks, i.e.that each member of staff is cleared to work with children and vulnerable adults.
- 2) Irregular users i.e. childrens' parties. The PDCA policy is that those groups will be supervised by parents, guardians neighbours adult friends. Where groups proceed to meet on a more regular basis/with a regular supervisor then they must ensure that their staff work within legal frameworks, i.e.that each member of staff is cleared to work with children and vulnerable adults.
- 3) Irregular users as "attendees" at events within the hall: children and vulnerable adult will attend with parents guardians adult friends or supervisors.
- 4) At any PDCA event, the PDCA will expect children and vulnerable adults to be supervised by parents, guardians, supervisors or adult friends.

To minimise the risk to children and vulnerable adults the PDCA will reserve the right to check that the relevant documentation is available from each group organiser/leader. Failure to provide will result in termination of the event/hire

However as a member, staff or a volunteer of the PDCA – everyone has a responsibility to ensure that everyone attending activities in the Pathhead Community Hall, particularly children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working in or with the PDCA 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/volunteer in the PDCA, must accept and understand this policy. They must also agree to put PDCA policies on safeguarding children and vulnerable adults into practice.



Meeting responsibilities

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

- the welfare of the children and/or young people and/or vulnerable adults is safeguarded;
- avoid compromising situations or opportunities for misunderstandings or allegations.

Code of behaviour

- ✓ **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 vulnerable adult;
- ✓ **DO** avoid unacceptable situations within a relationship of trust, eg : a sexual relationship with a young person or vulnerable adult over the age of consent;
- ✓ **DO** have separate sleeping accommodation for children, young people, adults and Young Leaders working with a younger Section in any overnight activity;
- ✓ **DO** allow children, young people and vulnerable adults 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, eg : tantrums and crushes;
- ✓ **DO** follow *PDCA's* guidance on alcohol consumption;
- ✓ **DO** make everyone aware of *PDCA's* procedures for safeguarding children, young people and vulnerable adults;
- ✓ **DO** remember this code even at sensitive moments, eg : 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.

- x **DO NOT** trivialise abuse;
- x **DO NOT** form a relationship with a child, young person or vulnerable adult that is an



abuse of trust;

- x **DO NOT** permit abusive peer activities, eg: initiation ceremonies, bullying;
- x **DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual;
- x **DO NOT** play physical contact games with children, young people or vulnerable adults;
- x **DO NOT** make suggestive remarks or threats to a young person, even in fun;
- x **DO NOT** use inappropriate language - writing, phoning, email or internet;
- x **DO NOT** let allegations, suspicions, or concerns about abuse go unreported;
- x **DO NOT** just rely on your good name to protect you.

Change Record

Date	Change / Approved by	Comments
6/1/21	NHD	Formatting
10/12/20	Committee	Policy approved by the Committee
30/11/20	Trustees, BC	Policy approved by the Treasurer and The Trustees
27.11.19	MJ sec	Updates
2.12.19	MJ ND	First copy