



RADCLIFFE-ON-TRENT COMMUNITY YOUTH PROJECT CODE OF PRACTICE

Radcliffe-on-Trent Community Youth Project
www.rotcyp.org Chair: Rosie Luce
A Company Registered in England & Wales: 7108896
Registered Charity Number: 1135489

Introduction

It is important to remember that a vital role of all Radcliffe-on-Trent Community Youth Project (ROTCYP) trustees, staff and volunteers is to 'model' appropriate behaviour to young people. All trustees, staff and volunteers should actively demonstrate how an individual can be anti-oppressive and non-exploitative, whilst being caring, assertive and able to join in enjoyable activities.

ROTCYP trustees, staff and volunteers need to be able to develop relationships of trust between themselves and young people, whilst at the same time being clear about the boundaries of their professional role.

Trustees, staff and volunteers also need to take care that their behaviour outside of ROTCYP does not undermine the confidence of young people and their parents/carers or ROTCYP, in their ability to perform their role.

This document provides a brief insight into the code of practice expected of ROTCYP trustees, staff and volunteers. This should be considered alongside other formal guidance.

Appropriate professional distance to avoid accusations of sexual relationships

ROTCYP trustees, staff and volunteers should be particularly careful to avoid situations which could be misinterpreted to portray trustees, staff or volunteers as showing a sexual interest in the young people that they are working with. To avoid this situation arising, set out below are a number of 'do's' and 'don'ts'.

- Trustees, staff and volunteers should not allow a situation to arise where they are on their own behind a closed door with a young person, unless it is as part of their agreed role.
- Trustees, staff and volunteers should not give individual young people lifts in a vehicle (if this does arise in an emergency situation the young person should sit in the back, whenever possible, whilst the trustee, staff member or volunteer drives), unless this is part of their agreed role.
- Trustees, staff and volunteers should never give lifts to young people as pillion passengers on a motorcycle or scooter, due to the close physical contact of this kind of transport.
- All ROTCYP trustees, staff and volunteers carrying young people in their own vehicles must have appropriate 'Business use' included in their vehicles insurance policy.
- Staff and volunteers should not visit a young person at their home, unless as part of their agreed role. Trustees, staff and volunteers must inform the trustees of their intention, in advance of any home visit, in order to obtain their approval.
- Trustees, staff and volunteers should avoid any unnecessary physical contact with young people, either in a casual way (e.g. during swimming activities) or when helping them to put on equipment, unless it is for health and safety reasons (for example adjusting harnesses)

- On residential events trustees, staff and volunteers should not sleep in close proximity to young people. Where possible there should be separate rooms/ tents for staff and young people, but where this is not possible clear boundary lines should be observed (e.g. young people should sleep on one side of the room and staff on the other).
- Trustees, staff and volunteers should not use inappropriate terms of endearment in general conversation with young people such as love or darling.
- Trustees, staff and volunteers should not share personal possessions or clothing with young people (except for reasons of health and safety in an emergency situation).
- Trustees, staff and volunteers should be careful not to offer, or appear to offer, preferential treatment to any individual young person.
- Trustees, staff and volunteers will not share with, or expose young people to any pornographic or erotic images, either in print, electronically, that is via any digital and media device, for example websites, email and/or via mobile phone images.
- Occasionally trustees, members of staff or volunteers may find that young people show signs of developing a 'crush' on them. It is important that this is in no way encouraged, but it should not be ignored either. A clear statement that "it is not appropriate due to my position within "name", delivered in a caring and supportive style, is the correct response. Staff and volunteers must immediately inform the trustees of any situation of this kind, so that it can be formally noted, and any appropriate actions recorded to support both the member of staff or volunteer and the young person.

Appropriate contact and communication with young people

- Trustees, staff and volunteers should not invite young people to their own home in any circumstances.
- Save for the Company's registered address and contact details, trustees, staff and volunteers should not give out their personal phone number, either land line or mobile, or their home address to young people under any circumstances.
- Trustees, staff and volunteers should not use their own mobile phone to call or text young people and should request contacts to be made through the ROTCYP Marketing and Communications Officer.
- Trustees, staff and volunteers should not give out their social networking site contact details or their personal email address to young people. Equally, staff should not contact young people via their personal email address or through a social networking site. Digital communication is only permitted via ROTCYP Office.
- If a young person tries to contact a trustee, member of staff or volunteer through a social networking site, the request or communication should be ignored completely, and a verbal explanation given to the young person. Trustee's should also be informed of this contact.

- Trustees, staff and volunteers should use the most appropriate language to achieve young people's learning, dependent on the context and situation. For instance; whilst conducting sessions on first aid, or a sexual health project, whenever possible trustees, staff and volunteers should use the correct biological terminology, but when this is not satisfactory, trustees, staff and volunteers may have to use the 'street names' for various body parts or sexual acts. This would be achieved through the group jointly agreeing alternatives that aren't considered offensive by them.
- Trustees, staff and volunteers should be non-oppressive in their language, humour and discussion of their own opinions and attitudes. They are also expected to challenge the behaviour of young people, colleagues and members of the community over issues relating to discrimination and prejudice in a professional manner.

Emergency Situations

- In emergency situations; trustees, staff and volunteers must act decisively to protect the safety of the young people they are working with. In certain circumstances this may necessitate a course of action which may put the trustee, member of staff or volunteer at risk of having their intervention misinterpreted. In such cases it is the trustee, member of staff or volunteers responsibility to notify the young person's family or carers and the trustees immediately.

Safeguarding/Child or Adult Protection

- If a safeguarding allegation is made against a trustee, member of staff or volunteer, their current role within ROTCYP will be swiftly assessed, and depending on the severity of the allegation and the individual situation they will either be suspended or redeployed for the duration of a formal investigation process. It should be noted that the act of suspension is a neutral one, and does not imply guilt on the part of the trustee, member of staff or volunteer concerned.

This policy was approved by: Radcliffe-on-Trent Community Youth Project Trustee Board at a meeting on: 8th September 2016

Review date: September 2018 or, sooner as applicable.