



# CODE OF CONDUCT FOR BERKELEY GUARDIANS ADULTS 2023

Approved by: Karen Pickles  
Designated Safeguarding Lead  
Date: 15<sup>th</sup> September 2023

## POLICY REVISION RECORD (annual reviews)

Date	Section	Revision	Updated by
21/08/2019			Jo Clark
02/07/2020			Jo Clark
06/08/2021			Jo Clark
05/07/2022			Karen Pickles
04/08/2023	Re-written policy	Re-styled to include all above as required and acknowledgement of KCSIE 2023	Karen Pickles

## **Aims:**

Following a Code of Conduct is important for helping to create a safe culture within Berkeley Guardians, building trust between U18s and adults and for protecting both pupils and adults from behaviour/actions which might be misconstrued.

Berkeley Guardians promotes inclusivity and values diversity. It also seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and children, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported.

All Berkeley Guardians Staff and Host Families have a duty to ensure that their conduct is of the highest standard and should be aware of their duty to adhere to the following principles and Code of Conduct.

## **Key Principles and Standards:**

The welfare of the child is paramount (Children Act 1989). All Berkeley Guardians adult have a duty to keep U18s safe and protect them from physical and emotional harm.

Berkeley Guardians adults are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Berkeley Guardians adults should work, and be seen to work, with U18s in an open and transparent way.

Berkeley Guardians adults should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.

Records should be made of any such incident and of decisions made/further actions agreed.

Berkeley Guardians adults should apply the same professional standards to children regardless of gender, ethnicity, nationality, disability, sexual orientation or religion.

All Berkeley Guardians adults should know the name of their Designated Safeguarding Lead for child protection and understand their responsibilities to safeguard and protect children.

## **Code of Conduct**

Berkeley Guardians adults are in a position of trust and must not use this to intimidate, threaten, coerce or undermine children. Corporal punishment and degrading treatment, e.g. through words or actions, is not acceptable.

Berkeley Guardians adults to maintain conduct in keeping with the interests and standards of Berkeley Guardians

All Berkeley Guardians adults are to be honest, trustworthy and beyond the reach of suspicion and dishonesty

Berkeley Guardians adults are to maintain at all times a high standard of integrity and conduct

Berkeley Guardian adults are not to put his/her private interest or those of relatives or friends before his/her duty to Berkeley Guardians

Berkeley Guardians adults are not use his/her position to further private interests or those of relatives or friends

Berkeley Guardians adults are to faithfully perform the duties specified in his/her contract of employment, to observe Berkeley Guardians policies and values

All personal information about children must be treated in a confidential manner and must never be used for a Berkeley Guardians adult's advantage

All Berkeley Guardians adults are in a position of trust with U18s, so any sexual activity with or in front of U18s, or encouraging U18s to engage in or watch sexual activity, is a criminal offence

Berkeley Guardians adults should ensure they are dressed decently and appropriately and bear in mind that offensive, revealing or provocative clothing could leave them open to criticism or allegation.

1.3.11 Giving or receiving gifts can be misinterpreted as a bribe or grooming, so caution should be exercised. Rewards for children should be part of an agreed award system and Berkeley Guardians adults should avoid favouritism, which could be construed as grooming.

1.3.12 Infatuations of children towards Berkeley Guardians adults should be handled sensitively and discussed with a senior colleague as soon as possible.

1.3.13 Staff should not establish or seek to establish social contact outside the classroom with pupils for the purpose of securing a friendship. Staff should not give personal details to children. Staff should not have contact with U18s online, except through formats which are sanctioned and scrutinised by Berkeley Guardians, e.g. responding to a message from an U18 on Berkeley Guardians Facebook page.

1.3.14 Any physical contact with U18s should be in response to their age-appropriate needs, appropriate to circumstances and the minimum necessary to meet these needs. This contact is open to scrutiny and justification and must never be secretive.

1.3.15 When entering rooms where children may be in a state of undress (e.g. bedrooms), Berkeley Guardians adults should announce their intention to enter (e.g. with a knock, pause and a second knock) and wait to be invited in, except in an emergency.

1.3.16 Berkeley Guardians adults should only physically intervene to prevent an U18 from committing a criminal offence, injuring themselves or others or causing damage to property. Excessive force is likely to be a criminal offence.

1.3.17 One-to-one situations with U18s may make Berkeley Guardians adults more vulnerable to allegations. Berkeley Guardians adults should therefore avoid unnecessary one-to-one situations. Homestay families should ensure their interactions are appropriate and can be justified.

1.3.18 Before transporting children in their own vehicles, all Berkeley Guardians adults must ensure that they have informed their motor insurance company. U18s should wear seatbelts at all times.

1.3.19 For out of social activities, Berkeley Guardians staff must assess the risks to U18s before an activity takes place and also ensure that their behaviour remains professional despite the more informal setting.

1.3.20 If U18s need to take regular medication, they should ensure the medical form is completed and have a care plan agreed between child, parent/carer and Berkeley Guardians.

1.3.21 If a Berkeley Guardians adult is concerned about the medication a child is taking, this should be discussed with the DSL and the School as soon as possible.

1.3.22 Berkeley Guardians adults should be aware that images of U18s have the potential to be misused for pornographic or grooming purposes. Adults should be clear about the purpose of images taken, be able to justify any images in their possession and ensure that all images are available for scrutiny. Berkeley Guardians adults must ensure that the parent/carer consent form has been signed prior to any images/recordings being taken.

1.3.23 Care should be taken when engaging children with sensitive topics. If in doubt, seek the advice of a senior member of staff.

1.3.24 Accessing indecent images of children on the internet will, if proven, invariably lead to any Berkeley Guardians adult being barred from work with children and young people.

1.3.25 Where the welfare of U18s may be at risk, Berkeley Guardians adults should bring matters of concern to the attention of senior management and if necessary, relevant external agencies. Concerns may include the behaviour of other Berkeley Guardians adults.

1.3.26 All Berkeley Guardians adults have a duty to record and report any child protection concerns to the Designated Safeguarding Person.

1.3.27 If an incident occurs which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be promptly reported to senior staff.

1.3.28 Berkeley Guardians adults should feel able to discuss with senior staff any difficulties or problems in relation to U18 students, so that support can be provided or action taken.

1.3.29 Berkeley Guardians adults must not supply alcohol or cigarettes to U18s and must ensure that alcohol/drugs do not compromise their ability to safeguard and care for U18s.

Signature.....

Print Name.....

Date.....