



Code of Conduct for Volunteers working with Children and Young People

The Child Care and Protection Act uphold the following Rights of children at this facility:

1. Be heard and their opinions to be considered seriously;
2. Be encourage and assisted to participate in decisions pertaining them;
3. Have their prosperity and development promoted in order to realize fully their potential;
4. Be considered as facilitators of their development giving priority to their health, security, well-being and their interests;
5. Be appreciated, respected and understood in their context and culture, religion and ethnic origin; to see that their needs are identified and responded to in a timely, consistent and effective manner.

This code of conduct is principally designed to safeguard children and young people involved in any activity, but will help you by identifying required standards of behaviour as you carry out your role as a worker or volunteer. Following this code of conduct will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

Please note that the facility caters to the needs of some individuals who are over the age of eighteen but given moderate to severe developmental deficits, lack legal standing as adults. They are therefore not able to give informed consent.

- ✓ DO treat all of those involved equally with respect and dignity – offensive, discriminatory or aggressive behaviour will not be tolerated.
- ✓ DO understand your role in any policies and procedures e.g. child protection, health and safety – be clear about what you should do if a concern about the safety or welfare of a young person arises.
- ✓ DO co-operate fully with other volunteers and professionals.
- ✓ DO consistently display high standards of behaviour and appearance.
- ✓ DO show respect for your peers and participants, and treat them how you would want to be treated yourself.
- ✓ DO understand that inappropriate behavior will investigated by the General Manager of the facility.
- ✓ DO act as a role model for other young people, your behaviour may influence others
- ✓ DO remember that your behaviour towards participants to whom you are in a position of trust should reflect your role.
- ✓ DO understand that sexual relationships with any person under the care of the facility will be treated as an abuse of trust and dealt with through the appropriate disciplinary procedures including the involvement of the police.
- ✓ DO be vigilant of changes in behaviour and inappropriate conduct in other workers and volunteers and report to the General Manager.



Code of Conduct for Volunteers working with Children and Young People

- ✓ A volunteer shall be required to report on all negative incidents involving a child in a Residential Child Care Facility as provided for under the Child Care and Protection Act and associated Regulations.
- ✓ Do note that the following incidents must be reported to the General Manager:

Any report that a child makes to you that he/she has been abused or neglected. Note that it is not your responsibility to make a judgment or investigate the veracity of the child's claim. Your responsibility is to make an empathic comment to the child and to report the allegation to the General Manager.

- If you notice that a child is being bullied
 - If a child appears to be sexually aroused by your action
 - If a child misunderstands or misinterprets something you have done
 - Any injury, fall or self-inflicted harm to a child.
 - Incident of peer abuse
- ✓ Do remember that you are a professional and maintain professional boundaries with all children and parents that you work with.
 - ✓ Do sign the agreement with regards to confidentiality and the Non-Disclosure agreement
 - ✓ Do sign in and out at the facility
 - ✓ Do make your presence known to your designated supervisor once you arrive at the facility. Let him/her know when you are about to leave the facility.
 - ✓ Do, to the best of your ability adhere to the schedule that has been agreed upon between you and the Volunteer Coordinator.



Code of Conduct for Volunteers working with Children and Young People

There are a number of things that you must ensure do not happen whilst you are working or volunteering in this organization

- Never spend time alone with children/persons under the care of the facility, out of sight of others.
- Never take or drop off a child alone unless you are following agreed procedures and have agreed safeguards in place.
- Never take children to your home without the written permission of the agency.
- Never engage in rough, physical or sexual provocative games.
- Never allow or engage in any form of inappropriate touching or physical abuse.
- Do not take part in or tolerate behaviour that frightens, embarrasses or demoralizes a child or young person or affects their self-esteem.
- Never make sexual suggestive comments to a child, even in fun.
- Do not allow allegations made by a child to go unchallenged, unrecorded or ignored.
- Never make a child cry as a form of control.
- Do not do things of a personal nature for children or vulnerable adults that they can do for themselves.
- Do not contact children or families individually via Facebook or any other social media including mobile phones.
- Don't make promises that you cannot keep. All allegations or disclosures on child protection issues must be reported on.
- Avoid favouritism and special friendships.
- Do not take pictures of the young people using personal equipment.
- Do not make a declaration in the media with regard to child protection, unless the institution has given the permission for the information to be released to the media and has approved a press release
- Do not take and show pictures/images of children without approval by the authorized caregivers.
- Do not take degrading or pornographic images (photos, video etc.) which violate a child's dignity, and which is a violation of the Child Pornography Act 2009;
- Do not allow for their association of the home to other information on any children for the purpose of surveys or research without the prior written approval of the CDA;



Code of Conduct for Volunteers working with Children and Young People

This code of conduct protects the children and young people we work with, you as a worker or volunteer and the organisation, by reducing the risk of anyone working with us, using their role to access children to cause harm.

It also helps to identify practice that could be misinterpreted and may lead to a false allegation being made

Any breach of the code of conduct may lead to disciplinary action being taken.

Serious breaches may result in a referral to the appropriate authorities.

All workers or volunteers are expected to report any breach to the General Manager of the facility.

Please initial each page of this document. In addition please complete the section below to confirm that you agree to adhere to the Code of Conduct:

Name: _____ Role: _____

Date: _____

I have read the Code of Conduct and agree to follow the guidelines, and act accordingly.

I understand the consequences if I break any of the guidelines.

Signature: _____ Date: _____