



## CODE OF CONDUCT

The aim of the Triangle Adventure Playground Association (referred to as 'the Association' in this document) is to contribute to the health, wellbeing and happiness of children and promote their educational, physical, and emotional development through a wide range of recreational activities.

This code of conduct applies to all staff and volunteers working at the Triangle Adventure Playground and to all members of its management committee (employees, volunteers and management committee members will be collectively referred to as 'staff' in this document). It is a guide about acceptable and desirable conduct to protect staff, volunteers, management committee, children, young people, parents, and members of the public. It refers to and complements other policies and guidance, which staff should be familiar with. These include:

- Child Protection Policy and Procedures
- Health and Safety Policy
- Equal Opportunities Policy
- Data Protection Policy
- Whistleblowing Policy

Staff should be aware that they may be a role model for the children and young people who attend the Triangle Adventure Playground (referred to as Triangle in this document) and their behaviour at all times should reflect this.

### **Data Protection**

All staff are expected to process information fairly and lawfully in accordance with the requirements of the Data Protection Act. Staff should familiarise themselves with our Data Protection Policy and comply with it at all times. Only specifically authorised staff may have access to child records and data. Any information that staff access must remain confidential and may not be discussed outside the work environment unless staff are authorised to do so by a Trustee of the Association or the Senior Playworker.

### **Honesty & Integrity**

Staff are expected to undertake their role and use resources in an ethical and honest way, ensuring that all expenditure is properly authorised, accurately recorded, and supported by receipts (as set out in Triangle's Financial Policy and Procedures) and all required forms are completed accurately and honestly, e.g. time sheets, holiday records.

### **Anti- Bribery**

Staff must not, during the course of their employment with Triangle, take any action or behave in a manner that could be construed as offering, promising, or seeking a bribe. If it comes to light that you may have acted in any way as to suggest that you would accept or offer a bribe, it will be considered to be a matter subject to summary dismissal and potential legal prosecution. In this regard, staff should make sure that any hospitality or gifts offered in relation to their work are proportional and recorded (if in doubt check with the Chair or Senior Playworker).

### **Whistleblowing**

Triangle wants to hear about genuine concerns, suggestions and solutions and so staff are encouraged to put forward and discuss such concerns and solutions. Where a concern is raised through the whistleblowing procedure it will be taken seriously and reasonable steps will be taken to support and protect the employee from victimisation and where appropriate confidentiality will be maintained. Employees should not abuse this process by raising unfounded or malicious allegations. Where an allegation is found to be unfounded and not raised in good faith or malicious the

complainant will be subject to immediate formal disciplinary action.

### **Media Contact**

Employees may during the course of their employment be contacted by the press or media for information. Responses to such requests and relationships with the press and the media need to be properly managed and therefore staff should not engage in discussions or provide responses to the press without appropriate discussion and briefing from the Chair via the Senior or Deputy Senior.

### **Equality and Diversity**

Triangle acknowledges its responsibility in valuing and promoting diversity and equality of opportunity in the community, as an employer and as a service provider. Triangle is committed to equality of opportunity for all; tackling discrimination and maintaining a workforce that is reflective and understanding of the community it serves. Employees are also expected to share this commitment and at all times uphold and act in accordance with Triangle's Equal Opportunities Policy and safer recruitment procedures.

All staff are employed by the Association. All references for past staff should be drafted by their line manager but must then be passed to a Trustee of the Association for signature.

### **Health and Safety**

Triangle recognises and accepts the responsibilities placed on it as an "Employer" by the Health and Safety at Work Act 1974. The health, safety and welfare of staff and users is of paramount importance. Triangle is committed to the maintenance of a culture that is supportive of health and safety, and which considers health and safety to be an "integral part of management" and crucial to planning and delivering its work in a best value framework. Triangle will ensure that adequate arrangements are put in place to secure compliance with relevant legislation. Risks to health and safety of our employees and other persons who may be affected by Triangle's work activities will be identified and effectively controlled. Employees have a vital part to play in the effective operation of Triangle's Health and Safety Policy. The Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1992 [amended 1999] require employees to take care for the safety of themselves and others at work, and to co-operate with their employer and others in fulfilling statutory responsibilities.

To this end staff must ensure that they are familiar with Triangle's Health and Safety Policy and risk assessment procedures. Staff must continually assess and respond appropriately to risk. It is important that young people, parents, and visitors can identify staff at all times.

### **Child Protection**

Staff must have passed level 1 safeguarding, be familiar with and adhere to Triangle's Child Protection Policy and Procedures. All staff should know the identity of the Designated Safeguarding Officers (usually the Chair of the Management Committee and the Senior Playworker).

At all times the child's welfare is paramount. (Children's Act 1989)

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions

Staff should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern.

A record should be kept of any incidents that give cause for concern and of decisions made/further actions agreed. Staff should apply the same professional standards regardless of gender or sexuality.

Staff and volunteers should be fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from physical, sexual, or emotional abuse.

Children are not allowed on the Triangle premises unless there are at least two members of staff present. If a worker is teaching, instructing, supervising, or in conversation with a child alone, they should inform colleagues that this is taking place. At least one other worker should be in the vicinity and aware that this is taking place. Any such conversation with a child may only take place in a room which is accessible, and the door must be open and participants visible.

Members of staff should not walk a child home alone, nor drive them anywhere in their car, other than with parental consent or in exceptional circumstances.

Children may not linger in storage areas; they may be allowed into storage areas but for safety and security it may be advisable that children are accompanied by an adult, in which case other workers should be in the vicinity and where

possible doors should be left open.

Safer recruitment and selection procedures will be followed for all appointments.

## **Behaviour**

No smoking is allowed on the playground or in front of the children using the playground.

Alcohol is not allowed on the playground when children or young people are present.

Any member of staff found to be taking illegal drugs will be dismissed immediately.

### **All staff at Triangle must:**

- Be familiar with and work in accordance with all the Association's policy and procedure protocols.
- Treat work colleagues and children and young people with respect
- Provide a good example and a positive role model to children and young people.
- Involve children and young people in decisions that affect them.
- Abide by the rules of the playground as agreed annually by the children and young people at the start of the summer playscheme.
- Ensure that all children have a completed registration form and have signed in on arrival. ● Be alert at all times. Observe all the areas that they have responsibility for to ensure that the risks that children are taking are proportionate and managed.
- Behave in a mature, respectful, safe, fair, and considered manner. For example: not making sarcastic remarks or 'jokes' to children/young people that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
- Not discriminate favourably or unfavourably towards any child/young person For example: treat all children and young people equally – never building 'special' relationships
- Encourage and praise achievement
- Ensure that relationships with children and young people remain on a professional footing. For example: only touching children or young people for professional reasons when this is necessary and appropriate for the child's/young person's wellbeing or safety. Not behaving in a way that could lead a reasonable observer to question conduct, intentions, or suitability to the role of caring for other people's children. There may be times when a distressed child or young person needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their conduct is not threatening, intrusive or subject to misinterpretation.
- Not make private arrangements to contact, communicate or meet with children/young people outside work (this includes use of email, text, and other messaging systems).
- Not develop 'personal' or sexual relationships with young people. Particular attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity.) A relationship between a member of staff, a volunteer or a governor and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of young people and all adults have a responsibility to ensure that the unequal balance of power is not used for personal advantage or gratification. It is important to recognise that women as well as men may abuse a position of trust.
- Not use their own personal phones to contact young people.
- Be responsible for their general presentation, appearance, and personal hygiene and be aware of how others may perceive their appearance. Clothing should be clean, and suitable for playground work. This is especially important in the summer. Shorts, vests etc are acceptable but must be appropriate, i.e. not too revealing and not likely to give offence to parents, children, or visitors.
- When organising the attendance of children and young people at events away from the playground ensure that consent forms have been completed.
- Raise genuine concerns and solutions with management
- Not be involved in outside activities that may have a detrimental impact on Triangle. To that end staff should check with the Senior Playworker the appropriateness of any other work that they may wish to undertake.

- Operate within the requirements of the law

### **Reporting**

All members of staff must report disclosures and concerns about safeguarding promptly. These may be reported to the Senior Playworker or whoever may be deputising for him/her.

The Senior Playworker is the designated safeguarding officer (operations) for Triangle and should be informed of all disclosures. The Senior Playworker will then inform the Chair of the Association.

Staff who witness any contravention of any part of this code of conduct are obliged to report it to the Senior Playworker or the Chair. Staff should be aware that breaches of the law, Triangle policies and procedures and other professional guidelines could result in criminal or disciplinary action being taken against them or in the case of significant breaches in summary dismissal.

**This Code of Conduct is binding for Triangle's staff, management committee and volunteers. Breaches of this code and the standards expressed within this document may result in formal action and/or termination of employment.**

**The code will be reviewed and updated annually or when legislation changes whichever is the sooner.**