



## **SHINE@NechellsPOD and Nechells POD CIC Code of Conduct**

### **Purpose**

This Code of Conduct applies to all those involved in the planning, organisation, delivery, and evaluation of POD activities for children, young people and adults. It exists to safeguard children, young people and adults promote public confidence, to support good working relationships and to make sure that people who work with children, young people and adults do not compromise their own integrity.

**All persons working with children, young people and adults must familiarise themselves with this Code of Conduct. If they have any concerns whilst involved in POD activities, these should be discussed with the Senior Designated Person on site.**

### **Professional Standards:**

As a POD provider you should:

- avoid all physical contact with children, young people and adults
- take the following approach if a child, young person or adult discloses any information to you that you feel is of concern: - listen carefully, and try to remember word-for-word what is being said; not prompt or ask questions; be sensitive but not promise to keep the information secret; inform the Senior Designated Person on site immediately
- never be alone with a child, young person or adult
- always have another adult on site in during POD activities
- not take, display or distribute images of children, young people or adults unless you have prior written agreement from the POD staff to do so
- always discuss any misunderstanding, accidents or threats with the Senior Designated Person on site and record discussions and actions taken, with their justifications
- acknowledge your individual responsibility to bring matters of concern to the attention of the Senior Designated Person on site, taking responsibility for recording any incident and passing on that information
- never invite friends or family on site when delivering activities
- treat information you receive about children, young people and adults in a discreet and confidential manner, seeking advice only from the Senior Designated Person on site who will make a decision about the information
- do not use your position to gain access to information for your own advantage or a child, young person or adult's detriment

- undertake a risk assessment (request assessment form from The POD staff)
- take responsibility for your own actions and behaviour and always act and be seen to act in a child, young person or adult's best interests
- treat all children, young people, adults and colleagues with respect, dignity, courtesy and fairness
- understand the responsibilities of your role and be aware that sanctions will be applied if these provisions are breached
- behave in a trustworthy ,open, honest and transparent manner
- declare any conflicts of interest and make sure they do not influence your judgement and practice
- wear clothing that promotes a positive and professional image, is appropriate to your role and not likely to be viewed as offensive, cause embarrassment or give rise to misunderstanding
- avoid any conduct that would cause any reasonable person to question your motivation and intentions
- comply with and follow policies and procedures required by the POD for the safe, lawful and effective delivery of activities
- honour commitments and arrangements by fulfilling the conditions required by your service level agreement with the POD
- fulfil your agreed responsibilities with respect to data collection
- take responsibility for your own knowledge and skills in planning , organisation and delivery of your activities
- ensure that your activities are underpinned by a commitment to promote equal opportunities and to respect different cultures and values
- work in a positive way with all children, young people and adult's encouraging them to get the most out of the activities, listening to them and valuing their opinions
- inform your POD contact about any personal difficulties that could affect your ability to do the job competently and safely
- seek assistance from your POD contact if you feel inadequately prepared to carry out any aspect of your work and are unable to proceed

Noran Flynn - Director  
 The POD  
 28 Oliver Street  
 Nechells  
 Birmingham  
 B7 4NX  
 0121 681 2173