

THE ASSOCIATION OF TEESDALE DAY CLUBS

CODE OF CONDUCT

Anyone working for or with the Association must maintain an acceptable level of conduct and has a shared responsibility for the welfare of all our members (service users), and the welfare of any adult at risk, children or young people that participate in what we do. It is important that we are all aware of our responsibilities and have shared expectations of how we will behave.

To acknowledge our individual responsibility, each member of staff, trustee and volunteer is asked to sign up to this code of conduct. The policies referred to are available at www.teesdaledayclubs.org.uk

- 1. Be accountable for your actions** - Recognise and be honest about your abilities and limitations. Ask for help as soon as you need it and tell your line manager, club leader or a senior person about any issue that affects your ability to fulfil your role properly.
- 2. Uphold and promote our standards** - Report any malpractice or conduct that is harmful to any member, child or young person, or any action that puts anyone at risk of harm; or any action that is harmful to the Association. (Reference; Whistle Blowing Policy Number 14)
- 3. Promote dignity, good health and wellbeing** - Always act in the best interest of others. Treat people with respect. Promote the independence of members.
- 4. Uphold and promote safeguarding** - Always report harmful, dangerous, abusive, discriminatory, or exploitative behaviour concerning members or children and young people involved with us. Always seek guidance from your line manager or club leader, or from the Designated Safeguarding Person/Manager. (References; Safeguarding and Protecting Adults at Risk Policy Number 07) and Ref 16 Children's Safeguarding Policy).
- 5. Uphold confidentiality** - Treat all information, written and verbal, about members and the business of the Association as strictly confidential. Where there is a potential safeguarding concern, always seek advice from your manager or club leader, and do not promise to keep a secret. (References; Confidentiality and Data Protection Policy Number 11; Trustees Declaration (trustees only); and Whistle Blowing Policy Number 14)
- 6. Work in collaboration with colleagues** - Respect your colleagues' opinions, be honest and open with them and make sure you are a reliable and trustworthy member of the team.
- 7. Communicate effectively** – Be open, straightforward, and accurate when communicating. Do not use abusive or derogatory language. Listen to the opinion of others and respect their views. Maintain clear and accurate records when this is required of you
- 8. Uphold and promote everyone's right to equality** - You should respect individuals, regardless of their nationality, religion, belief, race, ethnic origin, language, culture, disability, marital status, age, gender, sexual orientation/preference, employment, or any other identifiable discriminatory cause. Always promote and follow procedure to ensure equal opportunities across the Association. (Reference; Equality and Diversity Policy Number 04)
- 9. Undertake training as and when required** – Be open to learning and comply with any requirements to undertake training. Keep mandatory training up to date.

I agree to comply with this code of conduct and accept that failure to do so may result in disciplinary action.

Signed _____ Print name _____

Role _____ Date _____