



Wellsfield Farm behaviour code for Children, Supervising Parents/Guardians/Carers, Visiting Organisations Staff & Wellsfield Farm Staff

This behaviour code outlines the conduct expected of staff and volunteers from Wellsfield Farm, staff and visitors from other organisations, and visiting parents/guardians/carers who engage with children and young people at Wellsfield Farm and its activities.

It has been informed by the views of children and young people.

Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help Wellsfield Farm staff/volunteers, visiting staff from other organisations and visiting parents/guardians/carers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

Upholding this code of behaviour

All members of staff and volunteers, visiting staff from other organisations and visiting parents/guardians/carers are expected to report any breaches of this code that occur at Wellsfield Farm's premises to the Manager at Wellsfield Farm through the appropriate procedure, or if necessary, under child protection procedures.

Staff and volunteers who breach this code of behaviour may be subject to Wellsfield Farm's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave Wellsfield Farm.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

Visiting staff from other organisations and visiting parents/guardians/carers who breach this code of behaviour may result in a referral being made to a statutory agencies such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

Wellsfield Farm reserves the right to appropriately manage, administer and moderate any online, electronic, social or digital media platform associated with our company in order to safeguard children and the general public, in order to maintain our company policies and legal responsibilities. We also reserve the right to protect our staff's reputation and our company reputation and report any concerns to the appropriate authorities. We have a zero tolerance policy towards any action by any person or persons designed or carried out so as to cause malicious harm, loss, defamation of character, slander or libel through any type of communication including on-line social media, including but not limited to cyberbullying, posting of information that would mislead any person or organisation about any alleged event, nasty emails, or 'trolling' (leaving unkind comments on a webpage or social network profile). Wellsfield Farm reserves the right to contact and report concerns to statutory agencies such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

The role of parents and carers

Wellsfield Farm welcomes and encourages parental involvement to provide adequate supervision for the safeguarding of children. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In many cases at Wellsfield Farm it is the responsibility of parents/carers to supervise children. Wellsfield Farm does offer some services whereby the temporary care of children is our responsibility.

In the event of their child becoming the subject of behaviour issues, parents/carers will be informed and involved.

Wellsfield Farm staff reserve the right to raise any concerns with parents/carers about the health & safety, behaviour of adults or children with regard to the safeguarding and protection of children on our premises.

Wellsfield Farm reserves the right to appropriately manage, administer and moderate any online, electronic, social or digital media platform associated with our company in order to safeguard children and the general public, in order to maintain our company policies and legal responsibilities. We also reserve the right to protect our business reputation and report any concerns to the appropriate authorities.

Behaviour code for children and young people

This code has been developed in order to provide children and young people with advice on the behaviour that is expected of them when attending and using the facilities of Wellsfield Farm. It has been shaped by the views of children and young people.

Purpose

To ensure children and young people are treated fairly by all adults working with or supervising them at Wellsfield Farm and know what is expected of them.

Basic principles

This code of behaviour for children and young people is intended to:

- identify acceptable behaviour for children and young people
- promote self-respect and self-control
- raise children's and young people's self-esteem and self confidence
- encourage individual responsibility for behaviour and outline the consequences of poor behaviour
- encourage children and young people to recognise and respect the rights of others
- encourage cooperation at all times and in all situations
- promote the values of honesty, fairness and respect
- anticipate and resolve any conflict that may arise
- ensure that children and young people are aware of when sanctions will be put into place.

Dos and don'ts

Children and young people are expected to:

- Co-operate with each other
- be friendly
- listen to each other
- be helpful
- follow this code of behaviour and other rules
- stick to Wellsfield Farm's e-safety, Facebook and social media policy when using the internet, social networking sites, mobile phones etc.

- have good manners
- join in
- respect each other's differences
- treat staff and volunteers with respect
- report anything that worries or concerns them to their parent/guardian/carer, member of Wellsfield Farm staff or the Manager.
- Children and young people shouldn't:
 - pick on or make fun of each other
 - bully each other
 - stare at others
 - yell or shout at others
 - be abusive
 - use equipment to be abusive or to cyberbully – for example, by using mobile phones to send nasty messages, taking and sharing photos without permission, sending nasty emails, or 'trolling' (leaving unkind comments on a webpage or social network profile).

Breach of this code of conduct

This code of conduct is only useful if it forms part of a process for guiding children and young people to receive appropriate support.

It is the responsibility of visiting staff from other organisations and visiting parents/guardians/carers to ensure that all children and young people attending Wellsfield Farm are informed of this code of conduct and to confirm with them that they have seen, understood and agreed to follow it. Children and young people must also be made aware of the consequences if they breach the code.

Use of child protection procedures

If staff at Wellsfield Farm become concerned that a child's behaviour suggests either that he/she may be at risk of significant harm or that he/she may present a risk of significant harm to other children, Wellsfield Farm's child protection procedures will be followed and a referral may be made to the local authority children's social care department.

Such a referral would be discussed with the child and his/her family at the earliest possible opportunity, except in situations where this would possibly endanger a child's safety or interfere with a police investigation.

The role of staff and volunteers

When working with children and young people for Wellsfield Farm all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- operate within Wellsfield Farm's principles and guidance and any specific procedures;
- follow the Wellsfield Farm's child protection policy and e-safety policy and procedures at all times;
- listen to and respect children at all times;
- avoid favouritism;
- treat children and young people fairly and without prejudice or discrimination;
- value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible;
- ensure any contact with children and young people is appropriate and in relation to the work of the company;
- always ensure language is appropriate and not offensive or discriminatory;
- follow the e-safety policy and social media policy and report any breaches;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish children and young people to follow;
- challenge unacceptable behaviour and report all allegations/suspensions of abuse;
- challenge unacceptable levels of child supervision by parents/guardians/carers/supervisors.
- ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults;
- be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are;
- respect a young person's right to personal privacy;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;

- recognise that special caution is required when you are discussing sensitive issues with children or young people.

You must not:

- patronise or treat children and young people as if they are silly;
- allow allegations to go unreported;
- develop inappropriate relationships such as contact with children and young people that is not a part of the work of Wellsfield Farm or agreed with the manager or leader;
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of Wellsfield Farm represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;
- let children and young people have your personal contact details (mobile number or address);
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people;
- act in a way that can be perceived as threatening or intrusive;
- make inappropriate promises to children and young people, particularly in relation to confidentiality;
- jump to conclusions about others without checking facts;
- mislead any person or organisation about any event or action so as to cause malicious harm, loss, defamation of character, slander or libel through any type of communication or form of on-line media
- either exaggerate or trivialise child abuse issues;
- rely on your reputation or that of the organisation to protect you.