



Firm Foundation Course

Code of Conduct for parents, staff and volunteers

This Code of Conduct applies to all members of organisation.

All staff and volunteers are expected to follow the Firm Foundation Course Code of Conduct at all times and must contact the Nominated Safeguarding Person or their Deputy if they have any questions or if they are unclear about any of the points included in the Code.

Parents, staff and volunteers SHOULD AT ALL TIMES:

- Be aware that your main priority is the child/young person in your care.
- **Listen** to children and young people and **talk** to them about their right to be kept safe from harm.
- **Be respectful** towards the children in your care, their parents/carers and fellow workers.
- Seek advice and support from your colleagues, activity leaders or supervisors and your **Nominated Safeguarding Person**.
- **Report** all concerns, disclosures or allegations (made by children, parents/carers or colleagues) to the Nominated Safeguarding Person or their Deputy.

Parents, staff and volunteers SHOULD NOT:

- use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not kiss or cuddle children (this includes your own children if you are in a classroom teaching), do not allow children to sit on your lap and do not give them presents.
- You should not invite a young person to your home or arrange to see them outside the set activity times.
- You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, **this would be an abuse of trust**.
- Do not add children/young people onto social networking sites e.g. Facebook, MySpace, Instagram, Whatsapp etc. Electronic Homework can be sent to the Co-ordinator who will email it to the child's parent/carer. Also be aware of your online profile and check your privacy settings.
- **Do not investigate** any concerns or reports. Instead, you should contact the Firm Foundation Course's Nominated Safeguarding Person or the Deputy immediately.
- **Never let allegations, made by anyone, go unacknowledged, unresolved or not acted upon** - Talk to your Nominated Safeguarding Person or Manager



Staff and volunteers should also follow the following GOOD PRACTICE GUIDELINES:

- Be careful about forming personal relationships with parents/carers. This could make it difficult to report allegations/suspensions of abuse. **Remember your duty of care is to the child/young person.**
- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
- **Exercise caution** about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret. For example by telling another worker or volunteer what you are doing and where you are or leaving a door open. Remember to record your conversation in the log.
- **Remember you set an example** to children and young people - dress appropriately, use appropriate language and show respect to your colleagues, parents/carers, children and young people at all times

Concerns and suggestions

If you have any concerns and/or suggestions on the operation of Firm Foundation Course, you can speak to the members of the School Management Committee, consult with the Parents' Representative, email the chair of the tuition centre (firmfoundation.course@gmail.com)

We welcome your feedback; only by working together will we achieve the best for our children.