



**Huntington's
Disease
Association**

Code of conduct for adults working with children

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Introduction

This code outlines the conduct that the Huntington's Disease Association expects from all our staff and volunteers. This includes trustees, volunteers, agency staff, interns, students on work placement and anyone who is undertaking duties for the charity, whether paid or unpaid. The code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people through the NSPCC and other good practice materials. The Huntington's Disease Association is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of conduct, and that they understand the consequences of inappropriate behaviour.

Following this code will help to safeguard adults from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to children and young people.

This code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for adults. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There may be occasions and circumstances in which adults have to make decisions or take action in the best interests of the child or young person, where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of children and young people.

This code should be read in conjunction with the Huntington's Disease Association's code of conduct for employees or volunteer agreement.

Role of staff and volunteers

Staff and volunteers of the Huntington's Disease Association, act in a position of authority and have a duty of care towards the children and young people they work with. They are likely to be seen as a role model and are expected to act appropriately.

Responsibility

All adults working with children at the Huntington's Disease Association are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.

- following our principles, policies and procedures
 - including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the code of conduct to the Designated Safeguarding Lead for safeguarding children, their line manager or key contact within the charity.
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - This includes behaviour being displayed by an adult or child and directed at anyone of any age.

Rights

All adults working with children at the Huntington's Disease Association should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to an activity or group
- challenge discrimination and prejudice
- encourage children and young people to speak out about attitudes or behaviour that makes them uncomfortable.

Confidentiality

Adults may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances the information may be sensitive data and/or confidential. Confidential or personal information about a child or young person or her/his family must never be disclosed to anyone other than on a need to know basis and advice should be sought prior to disclosure to ensure such disclosure is in accordance with the Data Protection Act 2018.

In circumstances where the child or young person's identity does not need to be disclosed, the information should be used anonymously.

Information must never be used to intimidate, humiliate, or embarrass the child or young person.

Information must never be used by anyone for their own or others advantage (including that of partners, friends, relatives or other organisations).

There are some circumstances in which an adult may be expected to share information about a child or young person, for example, when abuse is alleged or suspected. In such cases, adults have a duty to pass information on immediately to those with designated safeguarding responsibilities. Confidentiality must not be promised to the child, young person or parent/carer; however, reassurance should be given that the information will be treated sensitively.

If a child, young person or parent/carer makes a disclosure regarding abuse or neglect, the adult must follow the charity's procedures and the guidance. Confidential information about children and young people must be held securely and information must only be stored for the length of time necessary to discharge the task for which it is required. If an adult is in any doubt about the storage or sharing of information, they must seek guidance from the safeguarding lead or designated person.

Any media or legal enquiries relating to alleged or suspected abuse must be passed to the Huntington's Disease Association management team.

Relationships

All adults working with children at the Huntington's Disease Association should:

- promote relationships that are based on openness, honesty, trust and respect
- respond sensitively to the differences in the home background and circumstances of children and young people, recognising the key role that parents and carers play in their lives
- avoid favouritism
- be patient with others and exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
 - if a child or young person specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child or young person are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely. This activity would be recorded in the service user's notes and an explanation as to why the personal care was necessary.

Respect

All adults working with children at the Huntington's Disease Association should:

- listen to and respect children and young people at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible. If confidentiality needs to be broken in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, it is important not to:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- let children and young people have personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Transporting children and young people

It is generally not acceptable to transport children or young people. If there is no alternative option available, the following guidance should be adhered to:

- Transport arrangements should be made in advance by a designated adult who will be responsible for planning and overseeing all transport arrangements and responding to any concerns.
- Wherever possible and practicable transport should not be provided in private vehicles, but if this is unavoidable, there should always be at least one adult in addition to the driver acting as an escort.

- Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements.
- They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.
- It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so.
- The driver should be aware of the current legislation concerning the use of car seats for younger children where applicable.
- It is illegal to drive using hand-held phones or similar devices and the driver must ensure that they adhere to all driving regulations.
- It is inappropriate for adults to offer lifts to a child or young person, unless the need has been agreed with a designated person from the Huntington's Disease Association and, if this falls outside their normal working duties, has been agreed with parents/carers.
- There may be occasions where a child or young person requires transport in an emergency or where not to give a lift may place that person at risk. Such circumstances must always be recorded and reported to the designated person and parents/carers.

Photography, videos and other images

Please refer to the Huntington's Disease Association's social media policy and publicity consent form guidance.

Many activities with children and young people involve the taking or recording of images. This may be undertaken as part of events and activities, for displays, publicity, to celebrate achievement or to provide evidence of the activity.

An image of a child or young person is personal data and it is, therefore, a requirement under the Data Protection Act that consent is obtained from the parent/carer of a child or young person and from the child/young person themselves if they are eight years or older. Consent must be obtained before any images are taken and also confirmation of how images can be used by the charity, for example on web sites, newsletters, magazines, other publications and media or for other purposes, including any restrictions for use. Consent should be obtained using a publicity consent form.

Adults need to be aware of the potential for such images to be taken and/or misused to create indecent images of children and young people and/or for 'grooming' purposes.

Images will be retained and used in accordance with the retention periods detailed on the publicity consent form and in line with any individual requests made by the person photographed. Images should be stored securely and accessed by those with the appropriate authority for the purposes in which they were retained.

It is also important to take into account the wishes of the child or young person, remembering that some children or young people do not wish to have their photograph taken.

Adults should only use equipment provided or authorised by the charity to take images. They should not use personal equipment, mobile telephones or any other similar devices to take images.

The following guidance should be followed when taking / using photographs of children and young people:

- If a photograph is used, consider carefully whether naming the child or young person is necessary and can be avoided.
- Photographs/images must be securely stored and used only by those authorised to do so.
- What will happen to any photographs/images taken should be clear.
- Images should only be retained when there is a clear and agreed purpose for doing so.
- The designated staff member or volunteer from the Huntington's Disease Association should be aware that photography/image equipment is being used and for what purpose
- All photographs/images should be scrutinised to ensure acceptability
- Images of children or young people should not be taken for personal use
- Images should only be taken where the appropriate consent is in place
- Photographs should not be taken in one to one situations
- Photographs / images of children or young people should not be displayed or distributed unless there is consent to do so from the parent/carer and child / young person where relevant.
- Images of children and young people should only be published where they and their parent/carer have given explicit written consent to do so.
- Images of children or young people in a state of undress or semi-undress must not be taken.
- Images of children or young people, which could be considered as indecent or sexual, must not be taken.

Dress code

A person's dress and appearance are matters of personal choice, self-expression, religious and cultural customs. However, adults must maintain an appropriate standard of dress and personal appearance at work and when volunteering which promotes a positive and professional image. Clothing and footwear must be safe and clean and take account of

health and safety considerations. Clothing and appearance should not deliberately cause offence to people and should be non-offensive and contain no inappropriate designs. Clothing should not be too revealing such as see-through material or clothing that exposes areas of the body normally covered at work and when volunteering.

Adults who dress or appear in a manner which may be considered as inappropriate could render themselves vulnerable to criticism or, where the adult is an employee, allegations of misconduct may lead to action under our disciplinary procedure.

Non-exhaustive list of unacceptable behaviour

In addition to behaviours outlined elsewhere in this code and, the types of abuse and neglect set out in the Huntington's Disease Association's safeguarding children policy, the following is a non-exhaustive list of some further behaviours which would be a cause for concern:

An adult who:

- Allows a child or young person to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way which is inappropriate for the job role or activity
- Does not treat children and young people fairly, e.g. demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses their position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a child/children or young person(s)
- Appears to have special or different relationships with a child/children or young person(s)
- Seems to seek out unnecessary opportunities to be alone with a child or young person

Upholding this code of conduct

An adult's behaviour or actions, in any setting must not compromise their position within the charity, or bring the charity into disrepute.

This code of conduct should always be followed. Any inappropriate behavior will be investigated and appropriate action taken, including possible dismissal or the termination of a voluntary role depending on the severity. A report may also be made to

statutory agencies such as the police, DBS and/or the local authority child protection services if relevant.

Any breaches of this code, must be reported to the Designated Safeguarding Lead for safeguarding children, a line manager or key contact in the Huntington's Disease Association as relevant. Where necessary, the whistleblowing and safeguarding policies should also be followed.