

# **Code of Conduct Policy**

## **Policy Principles**

As an adult working for Challenge Wales, whether as a member of staff or a volunteer, you have a responsibility to ensure that everyone attending Challenge Wales activities, particularly with children, young people and vulnerable adults, are protected from harm. It is the responsibility of each adult volunteering/working for Challenge Wales to ensure that:-

- their behaviour is appropriate at all times;
- they observe the rules established for the safety and security of children, young people and vulnerable adults;
- they follow the procedures following suspicion, disclosure or allegation of child abuse; they recognise the position of trust in which they have been placed;
- in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate.

All persons who wish to work for Challenge Wales must accept and understand this policy. They must also agree to put Challenge Wales policies on safeguarding children and vulnerable adults into practice.

## **Meeting your responsibilities**

To give positive guidance this Code of Conduct Policy provides a list of 'do's and don'ts' to help you ensure that: the welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded; you avoid compromising situations or opportunities for misunderstandings or allegations.

## **Challenge Wales Values**

All volunteers commit to sharing Challenge Wales values of; Encouraging learning, being Proud to be Welsh, Communicating openly and transparently, Promoting responsible sustainability and leading by example, build Trust and have integrity, Collaborating and working together to a common goal, Empowering people by respecting differences and treating everyone with respect, empathy and helping individuals reach their full potential, creating a Positive and Fun environment.

## **Code of conduct**

- DO put this code into practice at all times;
- DO treat everyone with dignity and respect;
- DO set an example you would wish others to follow;
- DO treat all young people equally - show no favouritism;
- DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others;
- DO follow recommended adult/young people ratios for meetings and activities;
- DO respect the right to personal privacy of a child, young person or vulnerable adult;
- DO avoid unacceptable situations within a relationship of trust, e.g: a sexual relationship with a young person or vulnerable adult over the age of consent, banter with might be misconstrued;
- DO allow children, young people and vulnerable adults to talk about any concerns they may have;
- DO encourage others to challenge any attitudes or behaviours they do not like;
- DO avoid being drawn into inappropriate attention seeking behaviour, eg: tantrums and crushes;
- DO follow Challenge Wales Drug and Alcohol Policy CWP 01;
- DO make everyone aware of Challenge Wales Procedures CWM 01 Section 5 for safeguarding children, young people and vulnerable adults;

- DO remember this code even at sensitive moments, e.g: when responding to bullying, bereavement or abuse;
  - DO gain explicit consent from parents/guardians before taking photos of children, young people or vulnerable adults (this will be managed by the office);
  - DO ensure photo guidelines are followed; the boat camera is used as priority, photos can take place during events and activities with explicit written consent, photos should respect privacy, dignity and be appropriate, photos/live images of young people or vulnerable adults should not be retained by volunteers after the event once they have been sent to the Challenge Wales office to ensure safeguarding of young people and the volunteer
  - DO act transparently and consider the necessity and safety of any photo/film taking actions
  - DO be a positive role model
  - DO keep other members of staff/volunteers informed of where you are and what you are doing;
  - DO remember someone else might misinterpret your actions, no matter how well-intentioned;
  - DO take any allegations or concerns of abuse seriously and refer immediately in accordance with Challenge Wales Procedures CWM 01 Section 5.
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- DO NOT trivialise abuse;
  - DO NOT form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
  - DO NOT permit abusive peer activities, eg: initiation ceremonies, bullying;
  - DO NOT engage in inappropriate behaviour or contact - physical, verbal, sexual;
  - DO NOT take photos of young people or vulnerable adults without explicit written consent
  - DO NOT play physical contact games with children, young people or vulnerable adults;
  - DO NOT make suggestive remarks or threats to a young person, even in fun;
  - DO NOT use inappropriate language and be aware that banter can be misconstrued whether through writing, phoning, email, internet or verbal communications;
  - DO NOT let allegations, suspicions, or concerns about abuse go unreported;
  - DO NOT digitally engage with any child, young person or vulnerable adult (e.g. friends on Facebook) before, during or after a voyage to ensure your position of trust remains professional;
  - DO NOT just rely on your good name to protect you.

Signed on behalf of the Board of trustees

*Vicky Williams.*

*H Phillips*

Vicky Williams, Business Development Manager  
Date: 17.2.2024

Helen Phillips, Chair of Board of Trustees  
Date: 17.2.2024



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