



## Working with Children, Young People and Vulnerable Adults

### Code of Conduct

In our work with children, young people, vulnerable adults and families, all staff and volunteers need to be aware that the safety and welfare of that person is always of paramount importance. All staff and volunteers working on our community and Hub based projects must therefore always be familiar with Circles Network's policies and use the following information as guidance for working practice.

#### Circles Network staff and volunteers agree to:

- Always work with children, young people and adults in a positive and supportive way.
- Always work within the parameters of the organisations policies and procedures.
- Provide support in line with the persons Care/Support Plan and inform their line manager should they feel that these need to be reviewed.
- Write accurate records during/after each support session.
- Never arrange to meet with a person outside of their regular support without permission from your line manager/senior manager.
- Do not give a person that you support your personal phone number or address or link with them personally through social media.
- Never take a person that you support to your own home or that of someone you know.
- Be professional and provide age appropriate support at all times.
- Develop a relationship which is professional and does not build greater reliance on support or perceived 'friendship' with the person whom you are working with.
- Never do something for someone which they can do for themselves, encourage development and growth not dependency.
- Use appropriate language.
- Be a good role model.
- Never lend or borrow money from a person who you are supporting.
- Do not accept large gifts or money from people who you are supporting, inform your line manager of any gifts offered or small one off gifts given.

### Safeguarding:

- Make safeguarding of upmost priority.
- Undertake mandatory training.
- Be aware of and understand localised procedures for reporting safeguarding concerns.
- Report any concerns regarding safeguarding immediately.
- Be aware of the impact which abuse can have upon a person's ability to form relationships and their ongoing vulnerability to future abuse.
- Know the home care and support arrangements for the person you are supporting and ensure that they leave or are left with an agreed adult if required.

### Lone Working:

- Work in a way which minimises risk during lone working.
- Work within the parameters of the lone working policy.
- Ensure that risk assessments are adhered to and up to date.
- Report any concerns to your line manager.

### Health and Safety:

- Be aware of health and safety risks and procedures throughout the support that you provide, including in public buildings.
- Complete all mandatory training and training specific to the people that you are supporting.
- Be familiar with the individuals risk assessments and always report any changes in circumstances to your line manager.
- Provide transport or travel support which is safe and appropriate to the needs of the individual and in-line with the Transportation Policy.

### Dignity and Respect:

- Be respectful towards everyone that you support and build a professional relationship built upon trust.
- Never assume or group people by disability/behaviour, treat each person individually and work in a way which best supports them.
- Take note of positive feedback or experiences enjoyed, what worked and didn't work during a support session so that it can be fed back into their Care/Support Plan.
- Deliver any required personal care support in line with the Personal Care Policy, ensuring utmost dignity for the child, young person or adult.
- Record any information about a person in a respectful, non-judgemental and accurate way. Wherever possible/appropriate encourage a person to make comments/feedback to add to session notes.

Name:	Signed:
Date:	Witnessed By: