



## Code of Practice Policy

This document consists of:

- The aim of the Code of Practice
- The Code of Practice
- Responsibilities
- Whistleblowing
- Raising a concern with the manager or the Board of Directors
- Policy review

Updated        January 2020

Review date    January 2022

Responsible person: W Benson

Signed:

Date

<b>Contents</b>	<b>Page</b>
1. The aim of the Code of Practice	3
2. The Code of Practice	4
3. Responsibilities	5
4. Whistleblowing	5
5. Informal resolution	5
6. Raising a concern with the manager or the Board of Directors	5
7. Policy Review	5

### **1. Aim of the Code of Practice**

The purpose of the Code of Practice is to ensure a working culture where everyone is aware of professional standards and acceptable behaviour and knows what to do if unacceptable behaviour or bad practice is experienced. The safeguarding of children and adults is paramount.

Kids Kabin is committed to promoting good practice and positive behaviour and tackling behaviour and practice that is deemed inappropriate. In many instances, the issues can be resolved informally. However any complaint will be dealt with seriously and investigated quickly.

The Code of Practice applies to all staff, volunteers and Trustees/Directors at Kids Kabin.

## 2. The Code of Practice.

Kids Kabin staff and volunteers will:

Create a safe environment

- Ensure that children are safe from any form of abuse
- Ensure that children are shown and learn safe practice and are well supervised
- Provide a balance between encouraging challenge, managing risk and knowing people's limits

Promote equality and diversity

- Welcome difference, challenge discrimination and exclusion of any kind – for example, that based on ethnicity, gender, disability, age or religion

Develop positive relationships within Kids Kabin

- Treat colleagues with respect, appreciate their strengths and weaknesses and support them when needed
- Promote good practice and challenge bad practice
- Take a positive, respectful and welcoming approach to all children and young people, especially those who display the most challenging behaviour

Develop positive relationships outside Kids Kabin

- Look outwards from Kids Kabin activities to speak to parents, siblings and the wider community
- Work alongside and support other organisations working in the same communities

Set high expectations for oneself, for colleagues and for children to inspire, interest and motivate

- Create and role model a positive and exciting environment for learning and investigation
- Challenge themselves and other to try new things and to support them to do this
- Promote an environment which encourages skills sharing and peer support

Plan, prepare and deliver well thought out activities

- Be prepared for sessions with a plan and the necessary materials
- Structure activities to be aware of timing, children's motivations, their wishes, age and ability to enable all children to be involved at all times

Adapt to different people's needs with a focus on the most disadvantaged and excluded

- Be aware of the different needs and abilities of children and adults and adapt activities and practice to meet these needs
- Show a range of different teaching and recognise different learning styles

Manage behaviour and create a positive and well-ordered environment

- Agree behaviour standards with colleagues and discuss and adapt these as needed
- Set clear expectations with children and set and observe sanctions and rewards
- Follow up behaviour concerns with team, parents and families and other organisations

Keep good records, evaluate the work and reflect on impact

- Maintain accurate records for attendance, membership expenditure and other systems
- Measure impact by interviewing children and families and reviewing this with colleagues
- Maintain confidentiality and keep data secure

Be well organised and contribute to a dynamic, efficient and reflective team

- Actively contribute to meetings, listen to colleagues and help find creative solutions
- Keep buildings and resources tidy and return things to the right places after use

### **3. Responsibilities**

All staff, volunteers have a responsibility to follow the Code of Practice, behave in a way that is not offensive to others and acknowledge that the views and opinions held by others and decisions made by others may not coincide with their own.

All staff and volunteers should report any bad practice or unacceptable behaviour to the appropriate person.

### **4. Whistle blowing**

Whistle blowing relates to raising concerns about the performance or conduct of colleagues. It can be difficult to raise concerns about the performance of colleagues. However, safeguarding children and adults and good practice is paramount and therefore any concerns must be raised as soon as possible and in the correct manner. Individuals will be supported in raising concerns and will not be prejudiced in any way for raising a legitimate and evidenced concern. Confidentiality is also paramount in this process and concerns should not be discussed with other colleagues unnecessarily.

Please also refer to The Whistleblowing Policy/Making a disclosure in the public interest

### **5. Informal resolution**

It may be appropriate for the concern to be raised directly with the other person(s) involved explaining their concerns about the behaviour or practice. This can be a quick and effective means of dealing with an issue. However this will not be an appropriate course of action in all cases – for example, in a case of a concern about safeguarding.

### **6. Raising the concern with the manager or the Board of Directors.**

Concerns about practice which cannot be discussed directly with the individual concerned should be raised in a one to one meeting with the manager. This meeting should be arranged as soon as is reasonably possible. If the concern involves the manager, the chair of the Board should be contacted. All complaints will be dealt with confidentially. However, the organisation has a duty of care to all children and colleagues, and it may be necessary to investigate and take action regarding a complaint without the consent of the complainant.

The manager (or the Chair of the Board of Directors if the concern involves the manager) will treat any concerns following the complaints policy or the grievance and disciplinary procedures – (please refer to The Complaints Policy and The Disciplinary and Grievance Procedures).

### **7. Policy review**

The policy will be reviewed every 2 years by the Board of Directors.

Prior to this review, the Code of Practice will be reviewed by the staff and volunteer team and suggestions will be taken by the manager into the review process.