

Code of Conduct

The purpose of this Code of Conduct is to provide members of staff, volunteers, learners and Trustees with clear guidelines as to their standard of behaviour, responsibilities and best practice in fulfilling their obligations to the organisation.

Members of staff, volunteers, learners and Trustees must observe The Lloyd Park Children's Charity Code of Conduct whenever conducting business or acting as a representative of the organisation.

Members of staff, volunteers, learners and Trustees are expected to act honestly, conscientiously, reasonably, in good faith and in the best interests of the Charity at all times.

Members of staff, volunteers, learners and Trustees have an obligation to The Lloyd Park Children's Charity to:

- To be aware of understand and adhere to all the Charity's' policies and procedures and to be sure that they keep up to date with any amendments.
- To be present at work as required and to be absent from the workplace only with proper authorisation in line with the Charity's Attendance at Work policy and sickness absence procedures
- Carry out their duties in an efficient and competent manner, and maintain specified standards of performance.
- Maintain a good understanding of and be sympathetic to the vision, mission, values and principles of The Lloyd Park Children's Charity.
- Comply with lawful and reasonable employer instructions and policies and to work as directed;
- Respect the privacy of individuals and use confidential information only for the purposes for which it was intended.
- Neither use, nor allow the use of, The Lloyd Park Children's Charity's property, resources, or funds for other than authorised purposes;
- Incur no liability on the part of The Lloyd Park Children's Charity without proper authorisation; not demand, claim or accept any fee, gratuity, commission or benefit from any person or persons other than the organization in payment for any matter or thing concerned with their duties and responsibilities; A member of staff, volunteer, learner and Management Committee must, within 28 days of receiving any gift or

hospitality over the value of £25, provide written notification to the Chief Executive Officer of the existence and nature of that gift or hospitality.

- Avoid conflicts of interest. This can be described as – A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest, professional interest or public interest
- Staff should always disclose an activity if they are in doubt about whether it represents a conflict of interest in order that it is managed effectively.

Members of staff, volunteers, learners and Trustees must follow the agreed standards of behavior as follows:

- Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
- Never use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not smoke in front of any child or young person.
- Do not use illegal drugs or be under the influence of alcohol whilst working with or having responsibility for children or families.
- Never behave in a way that frightens or demeans any child or young person.
- Do not use any discriminatory or offensive language
- Generally you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for child protection and the child or young person's parent. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the centre manager.
- Respect the privacy of individuals and use confidential information only for the purposes for which it was intended.
- Neither use, nor allow the use of, The Lloyd Park Children's Charity property, resources, or funds for other than authorised purposes;
- Incur no liability on the part of The Charity without proper authorisation; not demand, claim or accept any fee, gratuity, commission or benefit from any person or persons other than the organization in payment for any matter or thing concerned with their duties and responsibilities; A member of staff, volunteer, learner and Management Committee must, within 28

days of receiving any gift or hospitality over the value of £25, provide written notification to the Chief Executive Officer of the existence and nature of that gift or hospitality.

- Staff should always disclose an activity if they are in doubt about whether it represents a conflict of interest in order that it is managed effectively.
- Try to avoid conflicts of interest. This can be described as – A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest, professional interest or public interest

Policy Name	Code of Conduct
Version Number	V1
This policy was developed by	Human Resources and SLT
These people were consulted/ involved in developing the policy	
This Policy was adopted by	
Date	July 2018
Signed	
Name	James Wragg
Role	Chairperson
Next Review Date	July 2019