

WAINGROVES COMMUNITY ASSOCIATION

CODE OF CONDUCT FOR MANAGEMENT COMMITTEE, EMPLOYEES, CONTRACTORS & VOLUNTEERS – V1 MAR 22

The Management Committee and employees of Waingroves Community Association, along with contractors and volunteers working on behalf of the organisation should:-

- Take responsibility for own behaviour and treat all others with respect and dignity and behave in a manner to avoid any unnecessary risk to safety, health and welfare of themselves and others
- Use language and actions which are appropriate and which are not bullying, offensive, intimidating, threatening or discriminatory. Do not bully, harass, abuse or exploit others and do not engage in any illegal activity
- Promote a welcoming and safe environment for others and build relationships with the regular users of the Centre
- Respect the position of trust and lead by example
- Use property and resources assigned for a role in a responsible manner
- Not bring the organisation into disrepute
- Declare any conflict of interest
- Follow the privacy policy
- Follow safeguarding policy and promote safeguarding within the group, ensuring others are aware of the requirements where applicable. Any safeguarding concerns should be reported to Call Derbyshire on 01629 533190
In the case of any illegal activity, action should be taken with the Police

• Where sensible attend site on Community Association business when others are not present. However, be mindful of attending site alone and take any necessary precautions such as dropping the door latch, making others aware where you are and having a mobile phone with you.

If attending site when others are present be aware of them and liaise with the user. Ensure that you are not placed in a position of being alone with a child or adult at risk.

• When organising a Community Association activity which may include children and adults at risk, ensure sufficient supervision levels and always ensure that another adult is within sight when with these individuals. Note that no one under the age of 18 should be solely in charge of other children.

If other activities are happening at the venue at the same time, ensure children and adults at risk are safe, and accompanied when moving throughout the building.

Where parents and carers are not present, at the start and end of the session ensure that adequate arrangements are made for dropping off and picking up children and adults at risk. Ensure also that sufficient supervision is present for these.

(When organising an event open to the public (e.g. summer fete, live theatre performance) it is anticipated that parents and carers will attend alongside children and adults at risk. However, the team managing the event should be aware of the risks and take any necessary precautions and implement any necessary practices.)

- If a child or adult at risk specifically asks to speak to you alone, ensure others know where you are
- Only provide personal care in case of emergency

• Ask permission of any individual(s) before taking photographs/video of them on behalf of Waingroves Community Association. These are to be used for Community Association purposes only for promotion of the Centre and community events and for reporting and recording of events (including Community Association website and social media pages). If someone raises a concern to you about photographs/video being taken you should liaise accordingly with the individual to ensure that a suitable plan of action is agreed. This may include the individual taking their own agreed actions (such as moving away from the area being photographed/videoed, or speaking to the person taking the photo/video), or the Community Association may make an announcement or speak to other groups or individuals.

Do not share or use photos/videos intended for personal use only.

The above is applicable when acting on behalf of the Community Association, whether this is attending the Community Centre or when carrying out Community Association role away from the Centre, and in any format including face to face, written, online, digital communications and use of social media.

Where it is felt that that the above is not being followed, others should feel they have the right to challenge this and aim to resolve. Any concerns should be raised with another member of the Management Committee.

They will aim to resolve the issue, discussing the concerns raised, reminding the individual of their responsibilities, providing any relevant documentation again and highlighting any training requirements. They may discuss with or involve other members of the Committee as required, maintaining confidentiality.

If there is continued non-conformance with the policies then the individual may be asked to consider their position.

In the case of paid employee disciplinary action may be taken if appropriate.

In the case of contractors this may be raised with their employee or the contractor not invited to work on site again.

If the issue is a Safeguarding Concern these should be reported in line with Safeguarding reporting.



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