



The purpose and scope of behaviour code

This behaviour code outlines the conduct that Empowered Youth expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people but also to safeguard our staff.

Empowered is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Empowered Youth you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with.

You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people, including:
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Niamh Toner (Project Manager) or in her absence Dene Botha (CEO).
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible - if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

FIND OUT MORE ABOUT (SOURCED FROM NSPCC LEARNING):

Safeguarding children who come from Black, Asian and minority ethnic communities:

<https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities>

Safeguarding d/Deaf and disabled children and young people:

<https://learning.nspcc.org.uk/safeguarding-child-protection/deaf-and-disabled-children>

Safeguarding LGBTQ+ children and young people:

<https://learning.nspcc.org.uk/safeguarding-child-protection/lgbtq-children-young-people>

Safeguarding children with special educational needs and disabilities (SEND):

<https://learning.nspcc.org.uk/safeguarding-child-protection-schools/safeguarding-children-with-special-educational-needs-and-disabilities-send>

Appropriate relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people:
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults

- if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible - unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely

Inappropriate behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive or including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures.

Depending on the seriousness of the situation, you might be asked to leave.

We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to Niamh Toner (Project Manager) or Dene Botha (CEO).

If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.



Empowered Youth Academy LTD - Whistle Blowing Policy

Introduction

This policy holds relevance to anyone who interacts with or observes Empowered Youth Academy Ltd on any level of activity.

It is important to Empowered Youth that any misconduct or wrongdoing by staff is reported and properly dealt with. Therefore we are encouraging anyone to report or raise any concerns that they may have about the conduct of Empowered Youth team and those representing us.

This policy lays out how an individual may go about raising their concerns and how they will be dealt with.

Background

The law provides protection for workers and employees who raise legitimate concerns about specified matters. These are known as “qualifying disclosures”; these are made in the public interest by an employee who has reasonable belief that:

- a criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation; or
- Concealment of any of the above is being, has been, or is likely to be committed.

It is not necessary for the employee to have proof that such an act is being, has been or is likely to be committed - a reasonable belief is sufficient. The worker or employee has no responsibility for investigating the matter - it is Empowered Youth Academy LTD's responsibility to ensure that an investigation takes place.

Anyone who makes a protected disclosure has the right not to be dismissed, subjected to any other detriment or victimised because they have made a disclosure.

Empowered Youth Academy LTD encourages anyone to raise their concerns under this procedure in the first instance. If you are not sure whether to raise a concern, you may discuss the issue with your line manager/ project manager or through informally emailing info@empowered-youth.com to speak with a member of our team.

Principals

Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the individual who raised the issue.

No individual or employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee or opportunities to partner with Empowered Youth on work will not be prejudiced because you have raised a legitimate concern.

Victimisation of an individual or employee for raising a qualified disclosure will be a disciplinary offence.

If misconduct is discovered as a result of any investigation under this procedure a disciplinary procedure will be used, in addition to any appropriate external measures.

Maliciously making a false allegation is a disciplinary offence.

An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, individuals and employees should not agree to remain silent. They should report the matter to an Empowered Youth Manager, Director or CEO, Dene Botha.

Procedure

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If you, as an Empowered Youth employee are concerned that your own contract of employment has been or is likely to be broken, you should discuss this with a member of the Leadership Team. If you are not satisfied with this, you must then follow the Empowered Youth's grievance procedure.

1. Email info@empowered-youth.com with the details of the incident you are reporting. This will be picked up within 24 hours as the Chief Executive Officer has access to this email account.
 2. The Chief Executive Officer or Manager - if appropriate - will arrange an investigation into the matter immediately. This may involve requests for written statements, which will be taken into account and you will be asked to comment on any additional evidence obtained. Following from this, any necessary action - including reporting to an appropriate government department or regulatory agency - will be taken by the Chief Executive Officer or Manager. If required, a disciplinary procedure will be followed.
 3. On conclusion of the investigation, you will be told the outcome and followed action or what is proposed to do. If no action is taken, the reason for this will be explained.
 4. If you are concerned the individual assigned to the investigation has failed to activate a proper investigation, you should inform another member of the Leadership team to review the investigation carried out.
- On conclusion of the above stages, if you reasonably believe that the appropriate action has not been taken, you should report the matter to proper authority. This may include
- HM Revenue and Customs;
 - the Financial Services Authority;
 - The Office of Fair Trading;
 - The Health and Safety Executive
 - The Environment Agency
 - The Director of Public Prosecutions; and
 - The Serious Fraud Office

Should an employee wish to discuss their concerns externally, they may also contact the whistleblowing charity Protect for guidance and advice. Visit their website for more information www.p-caw.org.uk or telephone 020 3117 2520 for guidance.

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Policy approved by: Dene Botha

Policy next due for review: October 2023