

## **Appendix B: Code of behaviour**

A Club can reduce the likelihood of abuse and of accusations by making sure that all Rotarians and volunteers are aware of some practical matters when working with children.

### **Working with children**

#### **Positive outlook and actions**

- Always treat children with respect.
- Avoid showing favouritism towards an individual.
- Provide a model of good and appropriate behaviour.
- Respect a child's right to privacy.
- Be aware that behaviour can be misinterpreted even when well-intentioned.
- Challenge unacceptable behaviour.
- Operate within the agreed guidelines.

#### **Situations to avoid**

If any of the following situations are unavoidable, it must be with the knowledge of the parent, carer, the person in charge of the activity or some other responsible person:

- Working with children unless a minimum of one adult is present or, at least in sight during activities.
- Spending excessive amounts of time alone with children, away from others.
- Taking children alone in a car on journeys, however short.
- Taking children to your home unsupervised.
- Meeting children outside organised activities without the knowledge and consent of the parents and of the person in charge of the activity.

#### **Unacceptable behaviour**

- Engaging in rough physical games or horseplay.
- Engaging in or encouraging sexually provocative games or activities.
- Allowing or engaging in inappropriate touching of any kind.
- Allowing children to use inappropriate language unchallenged.
- Making any sexually suggestive comments, even 'in fun'.
- Sharing a bedroom.
- Inviting a child to stay in a home unsupervised by a parent or carer.
- Letting any allegations a child makes go unrecorded.
- Relying on your 'good name' as safeguarding.
- Doing things of a personal nature for children that they can do themselves.

#### **Signs of bullying**

Bullying of one child by another should always be checked. This would include:

- Physical pushing, hitting or pinching etc.
- Name-calling, sarcasm, teasing, ridiculing or ignoring.
- Racial taunts, gestures, graffiti.
- Sexual comment.
- Any unwanted physical contact.

#### **Occasions needing special care**

- Discussion of sensitive issues with groups or individuals and young people.
- Relationships developing between staff and young people.

Genuine relationships do develop between people but no intimate relationship should begin whilst one person is in a position of trust over another. It would be 'an abuse of trust' and in some circumstances could be a criminal offence under the Sexual Offences Act, which applies throughout the UK.

## **Working with children who have special needs or with vulnerable adults**

### **Physical restraint**

Very occasionally it is necessary to restrain a child to prevent injury to the child, to others or to property. It should never be used as a punishment. In the unlikely event that Rotarians work with children who are likely to need restraint it is essential that a person trained in restraint procedures is present.

### **Intimate care needs**

It may be necessary for staff or volunteers to provide for intimate care needs of children, particularly if they are young or are disabled. This must be done with the full understanding and consent of the parents and undertaken with discretion.