

## Code of Behaviour Policy

### **This policy to be read alongside Time 4 Children's policy \*Appropriate Conduct when working with children - Coronavirus review and updated policy**

All workers and volunteers of Time 4 Children shall adopt values of integrity, impartiality, and respect at all times for and towards all children and young people supported by Time 4 Children.

All steps shall be taken to ensure that all children and young people are safe whilst being supported by the practitioner – \*Appropriate Conduct when working with children.

All workers and volunteers must not and will not enter into any secretive relationship with any child or young person who is supported by Time 4 Children, which includes giving out personal details (address) or any electronic (i.e. email/mobile/telephone) or social networking communication. To do so will be gross misconduct and dismissal. Specific behaviours such as secretive relationships with the service user's parents/carers is NOT allowed, to do so will be gross misconduct and dismissal.

No worker or volunteer shall take any child or young person out of, or away from school premises where a child or young person is being supported.

Under no circumstance can any practitioner, whether working as a volunteer or paid worker, take a photograph of any child either by digital camera or by any other electronic means such as a mobile phone. Practitioners must leave mobile phones in car when supporting children. Under no circumstance will the child be photographed.

Any request by a school (teacher/SENCO/Head Teacher/Learning Mentor) for a volunteer practitioner to attend child meetings or case conferences must be directed to Lead/Senior Practitioner/Manager. Only Lead/Senior Practitioners can attend such meetings. Any reports required are the responsibility of the Lead/Senior Practitioners, not Volunteer Practitioners. Volunteer Practitioners must not give out own personal details (phone number/email) to school office staff or members of teaching staff to prevent Social Workers or other professional agencies making direct contact with the volunteer practitioner. All contact regarding children must be directed to the Lead/Senior Practitioners via the main office email address/telephone number.

Session observation notes must be submitted weekly or no later than 2 weeks after a session. If session notes are not submitted for 2 consecutive sessions without good reason (notifying lead practitioner or assistant lead practitioner), sessions may be withdrawn until session notes have been received.

No child can be seen without direct approval of the lead practitioner or assistant lead practitioner.

All workers and volunteers of Time 4 Children shall adopt values of integrity, impartiality and respect for and towards each other.