



Prout Bridge Project - CODE OF CONDUCT

Reviewed 9th January 2024

Date for review: 31/01/2025

The Prout Bridge Project expect that any paid staff, committee members, trustees and volunteers are required to conduct themselves in a manner that respects the rights and feelings of colleagues and the interests of the Prout Bridge Project.

The Prout Bridge Project expects all of its staff, committee members, trustees, and volunteers to conduct themselves in an appropriate manner at all times – not only in terms of behaviour but also with regards to their personal attire and choice of language. You are a representative of the Prout Bridge Project and your conduct, both inside and outside of work premises, reflect on the image and reputation of the Prout Bridge Project. Please remember the guidelines below are in place to ensure the safety of you, the young people and the Prout Bridge Project.

Good conduct includes, but is not limited to:

- Working together collaboratively for the benefit of the young people and any other service users attending the Prout Bridge Project.
- Communicating requests and decisions clearly, effectively and with courtesy. We will avoid language or behaviour which comes across as offensive. We will listen to each other, especially where we may disagree,
- Knowing that violence is not a solution to any problem with young people, service user or fellow colleagues and the Prout Bridge Project will take the appropriate measures as outlined in the disciplinary procedure,
- Making sure the Prout Bridge Project is an enjoyable environment for everyone who works or volunteers,
- Ensuring you inform the appropriate person (line manager/youth worker in charge) if you cannot make an agreed session, with reasonable notice,
- Remembering your obligation for confidentiality and never discussing or disclosing confidential information to anyone other than the person(s) authorised to receive it – both during and after your involvement with the Prout Bridge Project.
- Adhering to any and all information in the Health & Safety policy – exercising reasonable care in the course of your role to protect everyone,
- Being professional whilst in your role – including but not limited to, not consuming alcohol or any illegal substance before or during a Prout Bridge Project session, not smoking in the presence of young people, not swearing or using offensive language/inappropriate jokes.
- Appropriate clothing – Dress should be appropriate to the staff role. Dress and general appearance should not incite, intimidate, break Health & Safety

regulations or impede the ability to carry out our professional roles. Tops can be sleeveless but must not reveal cleavage and all clothing should be sufficiently modest. Clothes should not carry wording or pictures that might be offensive or cause damage to the Prout Bridge Project's reputation.

- Being prepared to undertake training to enhance your knowledge and/or skills and improve the level of practice for the benefit of the young people and our service users.

Signed:

Name and position in group:

Date:

Date for Review:.....24th January 2024.....