

## **Code of Conduct and Ethics**

### Introduction

BCC Ltd takes Safeguarding seriously and expects that partners who are contracted to either deliver on our behalf or engage 3<sup>rd</sup> parties to deliver to Children, Young People or Adults at Risk, take these responsibilities as seriously. With this in mind, BCC Ltd has produced a set of Codes of Conduct for its own staff, contracted organisations, coaches and volunteers. In the absence of National Governing Body or Association Codes of Conduct, these Codes of Conduct should form a minimum standard. These have been produced to support and inform all those who work for and with BCC Ltd the minimum standards of conduct. They are intended to limit the likelihood of incidents of abuse, maltreatment or potential criminal behaviour.

### **BCC Ltd – Code of Conduct and Ethics**

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about any action to take. Abuse can occur within many situations including the home, school or a sporting environment. Some individuals will actively seek employment or voluntary work with vulnerable people in order to harm them. Those working with BCC Ltd may have regular contact with vulnerable people and be an important link in identifying cases where a person needs protection. As professionals that operate within this space, it is imperative that we conduct ourselves accordingly.

All suspicious cases of poor practice in relation to Codes of Conduct must first be reported to the statutory authorities and then the Black Country Consortium Lead Safeguarding Officer using the [\[referral process\]](#)

### **Good Practice Guidelines**

The Black Country Consortium Ltd staff and 3<sup>rd</sup> party providers, coaches or volunteers working for them or on their behalf are encouraged to demonstrate exemplary behaviour in order to protect children, young people and adults at risk. The following good practice guidelines will reduce the likelihood of allegations being made. The Government has produced *Caring for the Young and Vulnerable? (Guidance For Preventing Abuse Of Trust)*. The document provides guidance for all organisations involved with caring for young people or adults at risk

### **Good practice means:**

- always working in an open environment (e.g. avoiding private or unobserved situations) and encouraging an open environment (e.g. no secrets)
- treating all young people/ adults at risk equally, and with respect and dignity
- always putting the welfare of each young person or adult at risk first, before winning or achieving goals
- maintaining a safe and appropriate distance (e.g. it is not appropriate to share a room with children or adults at risk)
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines. Young people, adults at risk and their carers should always be consulted and their agreement gained.
- keeping up to date with the technical skills, qualifications and insurance
- Involving parents/carers wherever possible particularly in sensitive situations, e.g. if young person/adults at risk may be required to be transported in an adults vehicle.

- Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)
- ensuring that at residential visits or events, adults should not enter rooms or invite children/adults at risk into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- ensuring that contact via text, email or social media is professional and appropriate (refer to the [Social Media Policy] for more information.
- By not taking advantage of your position (or that of contracted 3<sup>rd</sup> parties) of influencing and discussing strong or controversial views either with young people or adults at risk. This would include, but not be limited to, opinions on sexuality, race or strong religious leanings
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and adults at risk – avoiding excessive work or competition and not pushing them against their will
- if appropriate, securing parental/carer consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given

### **Practice to be avoided or never sanctioned**

Good practice is promoted to minimise situations where people are working unobserved or could take advantage of their position of trust. Good practice protects everyone – participants, volunteers and staff.

BCC Ltd employees and anyone working on behalf of the BCC Ltd should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share overnight accommodation with a child or adult at risk
- Change or shower at the same time as the children, young people or adults at risk
- allow or engage in any form of inappropriate touching
- allow children/adults at risk to use inappropriate language unchallenged
- to allow children/adults at risk to develop inappropriate attitudes unchallenged e.g. homophobia, racism or radical religious views
- make sexually suggestive comments to a child or adult at risk, even in fun
- reduce a child or adult at risk to tears as a form of *control*
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- to allow children or adults at risk to share or discuss inappropriate forms of social media or images/film from the internet whilst under their care e.g. violent, graphic or pornographic images
- allow “connected persons” to have unsupervised or unregulated contact with young people or adults at risk without prior permission and supervision.
- do things of a personal or intimate nature for children or adults at risk, that they can do for themselves
- invite or allow children or adults at risk to stay with you at your home

If any of the following incidents should occur, you should report them immediately to another colleague within your organisation and make a written record of the event on an accident / incident form. Parents should also be informed of the incident:

- if you accidentally hurt a participant or person in your care
- if he/she seems distressed in any manner
- if a participant appears to be sexually aroused by your actions
- if a participant misunderstands or misinterprets something you have done.
- If a participant has been exposed to radical or highly inappropriate influences

It is important to develop a culture where children, young people, adults at risk, their carers and others feel able to raise concerns, knowing that they will be taken seriously, treated with an appropriate level of confidentiality and will not make the situation worse for themselves or others.

All BCC Ltd staff members and those either contracted directed, or as a 3<sup>rd</sup> party, to deliver on behalf of BCC Ltd are expected to carry out these codes of conduct and ensure their implementation



# Breach of Code of Conduct

## Breach of Code of Conduct

BCC Ltd takes Safeguarding seriously and expects that partners who are contracted to either deliver on behalf of BCC Ltd or engage 3<sup>rd</sup> parties to deliver to Children, Young People or Adults at Risk, take these responsibilities as seriously. Failure or an unwillingness to comply with these minimum standards (or those provided by their NGB or Association) could be considered as a breach and will be dealt with accordingly. BCC Ltd does not take responsibility for ensuring partners achieve the standards set out. Not being aware of legislation, best practice or expectations is not a suitable defence.

## What is a breach of code of conduct?

A breach of the Code of Conduct is either the inability or unwillingness of contracted partners or their 3<sup>rd</sup> party operatives to reach the minimum expected standards as outlined in the Codes of Conduct section or of their NGB/Association (if applicable).

BCC Ltd understand that minor breaches of Code of Conduct may be down to a training or communications issue. In these circumstances, BCC Ltd are keen to work with partners to revisit expected standards and to signpost towards appropriate training or resources. For serious breaches, BCC Ltd reserves the right to directly contact DO's, LADO's or the Police without prior notice to the contracted party.

At all times, BCC Ltd puts the welfare and safety of young people and adults at risk above all and will focus on their wellbeing ahead of other considerations.

## Examples of "Minor" breaches

- Not being up to date with new safeguarding guidance
- An isolated incident of not challenging a young person's foul language
- Poor record keeping regarding an injured participant
- Being overly negative towards a young person or Adult at risk

## Examples of "Serious" breaches

- Having sexual relations with a young person or Adult at Risk
- Allowing or engaging in any form of inappropriate touching
- The use of violence or inappropriate force on a young person or adult at risk
- Sharing violent or pornographic images with young people or adults at risk
- Lecturing young people or adults at risk in radical or controversial views

## Specific requirements for BCC Ltd Employees

BCC Ltd staff are required at all times to adhere to the minimum codes of conduct and ethics as outlined above. Failure to comply with the BCC Ltd Code of Conduct and Ethics will be addressed without delay. The company disciplinary procedure may be instigated and dismissal/termination of contact may be the result.

### **Specific requirements for contracted 3<sup>rd</sup> Parties**

BCC Ltd requires organisations that are contracted to deliver to Children/Adults at Risk, on behalf of BCC Ltd or that sub-contract others to do so on behalf to adhere to the Codes of Conduct set out here and within their contract for services. These Codes of Conduct will be incorporated as part of BCC Ltd's contract Management Procedures and will be reviewed in line with performance. Contracted partners or their 3<sup>rd</sup> party delivers who are found to be in breach of the Code of Conduct could have their contract at risk of suspension or termination

### **Specific requirements for Coaches and Volunteers working on behalf of BCC Ltd**

BCC Ltd understands that many Coaches and Volunteers are subject to Codes of Conduct and Ethics as prescribed by their National Governing Bodies or Associations. Although there are often few differences between BCC Ltd Codes of Conduct and those of respective NGB's or Associations, we understand that Coaches or Volunteers may often be unable to specifically adhere to those set out here.

Coaches and Volunteers are required to adhere to Codes of Conduct as set out by their NGB's and Associations whilst being aware of their moral and legal obligations. BCC Ltd is keen to work with partners to support them in delivering their obligations both legal and moral, to ensure that safeguarding is at the heart of all delivery. In this instance, we require Coaches or Volunteers to provide BCC Ltd with copies of their Codes of Conduct to ensure that these meet minimum statutory guidance