



## **Trinity Safe Space Code of Conduct**

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# Trinity Safe Space Code of Conduct

## Summary

The Trinity Safe Space's core values and principles provide the framework in which our staff work and our volunteers volunteer with children at risk, in care/looked after, vulnerable young people and families with significant needs.

The purpose of this document is to clearly state the Trinity Safe Space's values and principles and their impact on everyone involved with us, from the trustees, employees, service users, volunteers and the communities within which we work.

It highlights our responsibilities as an organisation to:

- Improve the quality of life of the most vulnerable children and young people by putting them first
- Promote ethical organisational practices
- Respect the environment and communities in which we operate
- Assure equality and diversity (Equality and Diversity Policy)
- Provide healthy and safe working environments (Health, Safety & Welfare Policies)
- Respect human rights and operate ethically
- Use our resources responsibly and efficiently

These principles should sit at the heart of our management processes and inform how our staff and volunteers work at all levels. Through them our people can protect and maintain the ethical standards that make the Trinity Safe Space a great organisation to work for and to work with. These principles cover all aspects of our activity. The Trinity Safe Space also recognises that in some programmes, services or functions there may be specific codes of behaviour which also apply and which you must follow.

By working together our people can ensure that the Trinity Safe Space embeds its reputation for ethical standards and its position as a charity of renown.

All staff/volunteers with the Trinity Safe Space have a responsibility to read this document and treat it as a guide to their own behaviour and as an outline of the standards of behaviour they should expect from colleagues.

## **Policy Statement**

This document and supporting policies set out the expected behaviours for all members of the workforce.

The standards, which follow, set out the fundamental requirements and are non-negotiable.

All senior staff member's actions in relation to this policy and the procedures will be carried out in accordance with the Trinity Safe Space's Leadership and Management Competencies) and the Trinity Safe Space's Schemes of Delegation.

## **Scope**

This policy applies to all members of the workforce.

## **Related Policies & Forms:**

Disciplinary Policy  
Performance Management Policy  
Grievance Policy  
Investigations Policy  
Equality and Diversity Policy  
Harassment and Bullying Policy  
Safeguarding Policy  
Whistle Blowing Policy  
Leadership and Management Competencies

## **Working Together**

The Trinity Safe Space expects integrity, transparency and politeness from all people within it; this means everyone must act in an ethical way and respect the dignity and human rights of others.

### **1. Integrity**

Staff and volunteers should carry out their responsibilities with integrity treating those with whom we have relationships in a dignified, respectful, honest and fair manner.

### **2. Communications**

Staff and volunteers should communicate professionally, openly, directly and accurately with others.

- Staff and volunteers will not give special treatment to any individual or other organisation
- Staff and volunteers should not make any public statement to the media, including social media, on our behalf without prior authorisation from a Trustee. Staff and volunteers should inform their Senior staff member of any requests for interviews, comments or participation in any broadcast event

- Books/articles that indicate a staff member or volunteer as the author should not be published without permission of the relevant Trustee. Reference to the Trinity Safe Space in any personal publications or websites, should not be made, nor should any links to the Trinity Safe Space websites, without prior written permission

### 3. **Standards of Working**

The Trinity Safe Space has a number of organisational policies and standards and it is the individual staff member's/volunteer's responsibility to read, understand and comply with these.

- It is the Senior staff member's responsibility to ensure that staff and volunteers are made aware of all relevant policies and their responsibilities within these. Policies, standards and procedures are available from The Trinity Safe Space

Staff and volunteers should undertake their duties and responsibilities in a professional, safe and efficient manner, being mindful of the Trinity Safe Space's resources and avoiding unnecessary risk or waste.

- In addition, they should adhere to the codes and standards of any relevant professional bodies
- No outside or private work may be undertaken during working hours, or on the Trinity Safe Space's premises outside of working hours, unless prior written permission is given by a Trustee
- Staff and volunteers must dress in an appropriate way for the duties they are required to undertake as agreed with their Senior staff member. Any protective clothing issued must be worn at all appropriate times
- Staff and volunteers must ensure that their conduct, performance and personal safety (and that of others) is not affected by the consumption of alcohol, drugs/medication. If a staff member or volunteer is taking prescribed medication, which may affect their work, they must inform their Senior staff member immediately. If they are found to have used or be in possession of illegal drugs/substances they may be subject to disciplinary action under the Disciplinary Policy
- Staff and volunteers must not attempt to give personal, legal or financial advice or to recommend any professional person to service users or colleagues except where it is part of their duties to provide that advice
- Distributing private literature, selling private goods or services, making collections for causes (other than the Trinity Safe Space) during working hours, or utilising the Trinity Safe Space's property, is not permitted except where prior written authorisation has been given by the Senior staff member
- The Trinity Safe Space operates a no smoking policy

### 4. **Conflict of Interest**

Staff or volunteers should not be placed in positions where there is or could be a conflict of interest.

- It is recognised that confidence in the Trinity Safe Space may be damaged where the integrity of someone employed or associated with the Trinity Safe Space is called into question, or where their conduct is in conflict with our values. Therefore, staff and volunteers must not have outside interests that conflict with the Trinity Safe Space's values
- The Trinity Safe Space expects staff and volunteers to act only for the benefit of our organisation and not be influenced by a personal interest that may result from other individual or business interests. However, the Trinity Safe Space will not preclude workers from undertaking additional employment or work as long as the activity does not, in our view conflict with, or react detrimentally to the interests of the Trinity Safe Space or in any way weaken public confidence in our conduct
- Prior to undertaking any other employment, or on commencement of employment/volunteering opportunities with the Trinity Safe Space, staff and volunteers must make their external and internal Senior staff members aware so that the Trinity Safe Space can ensure that the working time legislation is not breached. In addition, where the Senior staff member perceives that conflict may exist they will explain the nature of the conflict and its potential/real impact on the Trinity Safe Space
- Conflicts of interests may not always be clear cut, so if staff/volunteers are unclear they should consult with their Senior staff member

#### 5. **Disclosure of Interest/Information**

Staff and volunteers must inform their Senior staff member of financial or non-financial interests which may conflict with those of the Trinity Safe Space.

- Staff and volunteers must declare to their Senior staff member any of the following:
  - Membership of any organisation which is not open to the public, which is without formal membership and commitment of allegiance, or which is secretive about rules, membership or conduct (e.g. freemasonry)
  - Whether a Local Authority is, or has been, involved regarding the care of a staff member's/volunteer's child or a child for whom a staff member/volunteer is caring
  - Personal involvement in any safeguarding matters
  - Membership of other groups, clubs or societies that could be relevant to declare in particular circumstances

#### 6. **Confidentiality**

The Trinity Safe Space expects staff and volunteers to keep all organisational information confidential and to safeguard confidential information on the Trinity Safe Space, or our employees, volunteers, service users, partners, donors, suppliers or any third party either during or after the termination of employment.

## 7. **Safeguarding**

The Trinity Safe Space and its workforce and volunteers are committed to the safeguarding of children, young people, their families and staff/volunteers.

All Trinity Safe Space activities are focused on promoting the safety and well-being of the children, young people and families it works with, as well as that of children, young people and families in general.

- The Trinity Safe Space believes that safeguarding and good practice are best promoted by staff and volunteers who, after a thorough selection process, are valued, trained, encouraged and appropriately managed and supported in the work and tasks they do
- To establish a safer environment, all the Trinity Safe Space staff and volunteers need to cultivate openness and awareness, in a culture where reflection and the desire to learn are part of daily life.

Everyone within the Trinity Safe Space has a responsibility to raise any concerns they may have regarding safeguarding issues. There are various mechanisms to do this, including contact with a Senior staff member, supervision, whistle blowing etc (Safeguarding and Whistle Blowing policies). Failure to report safeguarding concerns may lead to disciplinary action.

## 8. **Relationships at Work**

Due to the nature of the Trinity Safe Space's work some relationships may impact on our ability to deliver our services effectively and/or affectsSafeguarding provisions

All staff and volunteers must ensure that they understand the professional boundaries associated with their employment/volunteering at the Trinity Safe Space. Senior staff members should ensure that staff and volunteers are aware of the relevant professional boundaries and their duty of care.

It is understandable that staff or volunteers may develop emotional relationships or close friendships with other members of staff/volunteers. It is necessary that such relationships, when they develop, are discussed openly with their Senior staff member in the first instance, as they may impact upon the work of the team and working relationships.

Staff members and volunteers should not enter into personal relationships with service users of any age or their immediate family. Should a staff member or volunteer find themselves becoming personally rather than professionally involved with a service user or his/her family, they must discuss this at an early stage with their Senior staff member. (Safeguarding)

The Trinity Safe Space will always seek to ensure, where possible, that partners, spouses, or other family members do not work in direct line management with each other and are not employed or engaged in volunteering in situations where such relationships may cause difficulties for themselves, their colleagues or the Trinity Safe Space.

## 9. **Health and Safety**

The Trinity Safe Space recognises the importance of Health and Safety within our organisation. The Trinity Safe Space seeks to provide a healthy, safe and clean working environment in line with laws, regulations and industrial practice.

Staff and volunteers have a responsibility to ensure that they adhere to the Trinity Safe Space's Health, Safety and Welfare Policies and to ensure the safety of their colleagues, service users and themselves at work.

## 10. **Criminal Investigations and Convictions**

Staff and volunteers are required to inform their Senior staff member of any involvement in criminal proceedings.

If staff/volunteers are the subject of any police investigation, or are subject to a pending criminal prosecution, or if they are or have been the subject of any child protection investigation, they must report this to their Senior staff member as soon as possible, giving full details of the alleged offence.

Staff members/volunteers must inform their Senior staff member as soon as the outcome of the investigation is known, and if relevant, the conviction and sentence given, including police cautions.

## 11. **Acting as a Witness**

Staff members/volunteers are expected to co-operate with the Trinity Safe Space in any legal action brought by or against the Trinity Safe Space by any party.

- The Trinity Safe Space does not support staff members/volunteers to act as witnesses in cases not related to their work in the Trinity Safe Space

Should a staff member/volunteer be required to act as a witness for a third party this should be discussed with their Senior staff member and any time off will need to be taken as annual leave.

## 12. **Equality and Diversity**

The Trinity Safe Space seeks to promote equality and diversity in the workplace and staff members/volunteers must comply with our related policies.

- There is no such thing as a definitive list of correct behaviour or language that can be applied to people who share a social identity. Workers should treat everyone positively as individuals and with respect

## 13. **Gifts/Personal Gain/Hospitality**

On no account should workers use the Trinity Safe Space contacts for personal or third-party gain or financial advantage.

- Gifts of money, goods, services or other favours (other than those set out below) must not be asked for or accepted without permission from the Senior staff member

- Small tokens and reasonable hospitality may be accepted provided they do not place staff members/volunteers under any obligation and will not be misconstrued. Any gift or hospitality of more than a token value must be reported to their Senior staff member to be determined if it may be accepted. Staff members/volunteers should not accept anything that could damage the Trinity Safe Space's reputation
- Staff members/volunteers should exercise discretion when accepting or providing hospitality, being mindful that acceptance may cause difficulties in avoiding a subsequent obligation to the host, or bring their impartiality into question in carrying out their professional duties. They should discuss any offers of hospitality with their Senior staff member before acceptance. The Senior staff member will record this request and approve or otherwise in the individual's supervision/personnel file

#### 14. **Implications**

It is a condition of the terms of employment/volunteering to adhere to the principles and standards contained within this document and other Trinity Safe Space's policies.

- The adherence to this document applies, even if these values and principles do not accord with a worker's personal views or behaviour whilst acting as a private individual. The Trinity Safe Space acknowledges that when staff members/volunteers are unfamiliar with these values or principles the first step is to help them understand them better so that they may work within the Trinity Safe Space's policies and procedures with and necessary support and help
- Where the above support or help does not produce the required change or where staff members/volunteers knowingly do not follow the Trinity Safe Space's values and principles, further action will follow, this may include action under the Disciplinary or Performance Improvement Procedure. (Disciplinary and Performance Improvement Policies)