



Code of Behaviour Policy

BBUFA's code of behaviour is for all volunteers and employees involved in our organisation.

All volunteers/employees undergo induction training which includes the reading and signing to agreed to abide by all of the policies of the organisation which cover every aspect of work. Including:

- Equality and diversity (which includes sexual harassment and bullying in the workplace);
- Health and safety (which includes personal risk procedure for staff and volunteers and intimate care regarding children in our care);
- Safeguarding;
- Child behaviour management;
- Lone working;
- Smoke-free;
- Capability.

In addition to the above policies we do not permit the following specific behaviour. Please note that the following list is not exhaustive:

- Working/volunteering when under the influence of alcohol or any other substance which may affect their ability;
- The disclosing of any confidential information regarding parents, children, colleagues and partners;
- The use of social networking sites to discuss work related events and practices;
- Use of personal mobile phones during working hours;
- Intrusive forms of play with children eg tickling, rough and tumble;
- Initiating inappropriate physical contact and expressions of emotions towards children such as kissing or hugging;
- The giving or receiving of gifts to children;
- Exclusive or secretive relationships with children;
- Taking children in our care to the volunteer/employee's home;
- Lending or borrowing of money or property belonging to the organisation or members of the organisation without prior written approval.