



Policy & Guidance Document

Title	Code of Conduct
Agreed by	Board of Trustees
Date	12 March 2019
Signature	<i>C. McNamara</i>
Name	C. McNAMARA
Next review process to be completed by	31 March 2020

This document will remain valid during the review process

Introduction

As an adult working in Kyra, whether as a trustee, member of staff or volunteer, you have a responsibility to ensure that everyone attending Kyra's activities are protected from harm.

Kyra adheres to the a code of conduct for those in public life called the Seven Principles of Public Life.

- **Selflessness** – You should act solely in terms of the public interest.
- **Integrity** – You must avoid placing yourself under any obligation to people or organisations that might try inappropriately to influence you in your work. You should not act or take decisions to gain financial or other material benefits for yourself, your family or your friends. You must declare and resolve any interests and relationships.
- **Objectivity** – You must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – You are accountable to Kyra for your decisions and actions and must submit yourself to the scrutiny necessary to ensure this.
- **Openness** – You should act and take decisions in an open and transparent manner. Information should not be withheld from Kyra unless there are clear and lawful reasons for so doing.
- **Honesty** – You should be truthful
- **Leadership** – You should exhibit these principles in your own behaviour. You should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Guidance

The guidance below provides a list of 'do's' and 'don'ts' to help you ensure that the welfare of the vulnerable people for whom you have a duty of care is safeguarded, and you avoid compromising situations or opportunities for misunderstandings or allegations.

DO:

1. Put his code into practice at all times.
2. Treat everybody with dignity and respect.
3. Set an example you would wish others to follow.
4. Plan activities that involve more than one other person being present, or at least are within sight and hearing of others
5. Respect the right to personal privacy of colleagues and members.
6. Avoid unacceptable situations within a relationship of trust, eg. a sexual relationship with a member.
7. Allow members to talk about any concerns they may have.
8. Encourage others to challenge any attitudes or behaviours they do not like.
9. Avoid being drawn into inappropriate attention-seeking behaviour, eg. tantrums and crushes.
10. Make everyone aware of Kyra's procedures for safeguarding.
11. Remember this code even at sensitive moments, eg. when responding to bullying, bereavement or abuse.

12. Keep colleagues informed of where you are and what you are doing.
13. Remember that somebody else misinterpret your actions, no matter how well-intentioned.
14. Take any allegations of concerns of abuse seriously and refer to your Project Manager immediately.

DO NOT:

1. DO NOT trivialise abuse
2. DO NOT form a relationship with a vulnerable person that is an abuse of trust.
3. DO NOT permit abusive peer activities, eg. bullying
4. DO NOT engage in inappropriate behaviour or contact - physical, verbal or sexual.
5. DO NOT use inappropriate language - writing, phoning, email, social media
6. DO NOT let allegations, suspicions or concerns about abuse go unreported.
7. DO NOT rely on your good name to protect you.