



## **Safeguarding Code of Conduct**

In its simplest form, safeguarding can be defined as 'keeping children, young people and adults at risk, safe from harm'. At the MND Association we believe that all staff and volunteers share responsibility for safeguarding and promoting the welfare of children, young people and adults at risk.

We believe that all staff and volunteers have the right to carry out their duties in a safe and supportive environment without risk of harm.

The Safeguarding Code of Conduct below sets out what is required. As a member of staff, a volunteer, agency or other worker it forms part of the agreement for your role.

### **Core Values**

- People with MND, their families and carers are at the heart of everything we do.
- We collaborate, and value everyone's contribution.
- We achieve excellence through personal commitment and ongoing improvement.
- We respect and respond to people's diverse needs, backgrounds and views.
- We achieve our aims through building open and transparent relationships.

### **Expected Behaviours**

**At all times staff and volunteers must abide by the following:**

- Place the safety and welfare of everyone associated with the MND Association as the highest priority.
- Treat everyone with dignity and respect in line with our values.
- Report any incidents or concerns that make you believe a child, young person or adult at risk is, or is likely to be, at risk of harm.
- Report any incidents or concerns that make you believe that you as a staff member or volunteer is at risk.
- Maintain the confidentiality of any information obtained. (Information may be shared on a 'need to know' basis within the Association to ensure appropriate support, or externally if there is a significant safeguarding concern).

The MND Association is committed to supporting any individual that raises a legitimate concern about the conduct of others.

**Staff and volunteers must not at any time:**

- Use your position to intimidate, threaten or coerce children and young people, adults at risk, volunteers or staff.
- Behave or communicate with children, young people or adults at risk in ways which may be perceived to build inappropriate relationships in order to abuse or put them at risk.
- Be under the influence of alcohol and/or illegal substances whilst active within an Association environment or acting in any capacity for the Association.
- Engage in any physical contact that may be perceived as inappropriate. Remember that the impact of physical contact on a person may differ from the intent.



- Allow inappropriate language or behaviour to go unchallenged.
- Engage in, or attempt to engage in, sexual or inappropriate relationships with children, young people or adults at risk for whatever reason, including the use of suggestive conversations, comments, texting or emails.
- Act in a way that promotes favouritism of an individual.
- Undertake activities that are outside of the boundaries of your role as explained through the induction process and through opportunities of training and reflection.
- Act in any way that may bring the Association into disrepute.

**Always inform your Line Manager immediately if:**

- You become aware of an allegation, or an allegation is raised with you. It is unacceptable to not act upon a genuine concern. This includes allegations involving you directly.
- You feel someone else has misinterpreted what you have said or done.
- You have had to engage in physical contact with someone.
- You think you may have breached the Code of Conduct.

**Failure to follow the Code of Conduct**

In the very rare instance where an individual does not comply with this Code of Conduct, internal escalation procedures will be followed. This may include identifying additional development and training opportunities or, if a more significant incident, engaging disciplinary or role review procedures.

**Zero Tolerance Approach**

Unsafe behaviour on the part of staff and volunteers will not be tolerated. Equally, any behaviours that pose a risk to staff and volunteers will not be tolerated. MND Association staff and volunteers have the right to be treated with dignity and respect at all times and should be able to carry out their duties in a safe environment without the fear of violence or abuse.

If a staff member or volunteer feels that they are being subjected to inappropriate behaviour of any form, the Association will fully support them exiting the situation and reporting their concerns. The Association will then implement any necessary follow-up actions as a result.

**Supporting Documentation**

- Safeguarding Adult at Risk Policy
- Safeguarding Children Policy
- Whistleblowing Policy
- Digital Safeguarding Policy
- Social Media Policy

<b>I confirm that I have read and understood the MND Association Code of Conduct and agree to abide by its contents</b>
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<b>Signed:</b>
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<b>Dated:</b>
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