



**POLICY:**

# **Sirona Therapeutic Horsemanship CIO Code of Conduct**

FAO: Staff / Volunteers / Visitors

**This behaviour code outlines the conduct expected of staff and volunteers from SIRONA CIO, and staff from other organisations who engage with children and young people through SIRONA and its activities.**

**It has been informed by the views of the participants and attendees of SIRONA.**

### **Purpose**

Following this code will help to protect children and vulnerable adults from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

### **Upholding this code of behaviour**

All members of staff and volunteers are expected to report any breaches of this code to A MANAGER/DIRECTOR/TRUSTEE, or, if necessary, under child protection procedures.

Staff and volunteers who breach this code of behaviour may be subject to SIRONA's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another agency may result in them being asked to leave SIRONA.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children's social care department and/or the Independent Safeguarding Authority.

### **The role of staff and volunteers**

When working with children, young people and vulnerable adults for SIRONA all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by participants, and must act in an appropriate manner at all times.

When working with participants, it is important to:

- operate within SIRONA's principles and guidance and any specific procedures;
- follow SIRONA's child protection, vulnerable adults policy and e-safety policy and procedures at all times;
- listen to and respect children and adults at all times;



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- avoid favouritism;
- treat all participants at SIRONA fairly and without prejudice or discrimination;
- value and take children’s and adults contributions seriously, actively involving participants in planning activities wherever possible;
- ensure any contact with children and vulnerable adults is appropriate and in relation to the work of the project;
- always ensure language is appropriate and not offensive or discriminatory;
- follow the e-safety policy and report any breaches;
- always ensure equipment is used safely and for its intended purpose;
- provide examples of good conduct you wish participants to follow;
- challenge unacceptable behaviour and report all allegations/suspensions of abuse;
- ensure that whenever possible, there is more than one adult present during activities with participants, or, if this isn’t possible, that you are within sight or hearing of other adults;
- be close to where others are working. If a participant specifically asks for or needs some private time with you, ensure other staff should know where you and the participant are;
- respect a participants’ right to personal privacy;
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- recognise that special caution is required when you are discussing sensitive issues with children or young people and vulnerable adults.

**You must not:**

- patronise or treat children, young people or adults as if they are silly;
- allow allegations to go unreported;
- develop inappropriate relationships such as contact with participants that is not a part of the work of SIRONA or agreed with the manager or leader;
- conduct a sexual relationship with a participant or indulge in any form of sexual contact with a participant. Any such behaviour between an adult member of staff or volunteer and a participant using the services of SIRONA represents a serious breach of trust on the part of the staff member or volunteer and is not acceptable under any circumstances;



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- let children and young people have your personal contact details (mobile number or address);
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of any participants;
- act in a way that can be perceived as threatening or intrusive;
- make inappropriate promises to participants, particularly in relation to confidentiality;
- jump to conclusions about others without checking facts;
- either exaggerate or trivialise child abuse issues;
- rely on your reputation or that of the organisation to protect you.

## **Conduct outside of Sirona**

- Staff, practitioners and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of SIRONA or their own reputation or the reputation of other members of the SIRONA team.
- If a staff member, practitioner or volunteer is made aware of a concern being raised against them that alleges that they have engaged in behaviour that could potentially compromise their position within SIRONA, they should discuss this with the CEO immediately.
- In particular, during the course of employment or volunteering, criminal offences or types of behaviour that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- If a staff member, practitioner or volunteer is arrested, convicted, cautioned, charged or bailed by the Police then they should disclose this to the CEO at the earliest opportunity. Failure to disclose this information is unacceptable and could lead to dismissal.

## **The role of parents and carers**

SIRONA welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.