

### **The Pocket Sized Code of Conduct**

In NOYT we expect the very highest standards of courtesy, behaviour and endeavour from all members. Minors and adults, in return, are committed to providing minors with the very best care and attention.

This document should be read in conjunction with the NOYT's Safeguarding Policies. Failure to comply with this Code of Conduct may lead to the adult being asked to leave NOYT.

#### **Adults must:**

- Be aware of and follow Safeguarding procedures
- Conduct themselves in a professional manner at all times and provide a good role model for minors
- Be aware that their acts and omissions both in and away from NOYT may impact on their reputation and on that of the group and take care to act with the highest levels of awareness and integrity in all they do, at all times, wherever they are
- Exercise their duty of care towards minors and take all reasonable steps to ensure the safety of minors by following the Health and Safety Policy
- Show respect through honesty, courtesy and punctuality
- Show tolerance and consideration for all without prejudice towards disability, gender, race, sexual orientation, religious or similar belief or age
- Fulfil an appropriate pastoral role
- Dress in the manner that is appropriate to the job
- Present a positive image of NOYT to the wider community and be a good ambassador at all times.
- Communicate effectively and work collaboratively and supportively with colleagues as part of a team
- Respect the email and internet protocols of NOYT.
- Ensure that all communication is appropriate and professional
- Respect confidentiality regarding information, unless information sharing is necessary in line with Safeguarding Policy
- Declare any conflict of interest if and when appropriate

- Report to the Chairman any concerns about behaviour of adults that may be in breach of this Code of Conduct, with regard to the Whistleblowing Policy
- Report to the DSL any concerns about relationships or incidents occurring between an adult and a minor which go beyond the boundaries of the normal adult/minor relationship
- Promote an open and trusting atmosphere in which each member of the community feels able to approach any other member (adult or minor) confident that s/he will be treated and respected as an individual
- Create an atmosphere of cooperation, tolerance, kindness and trust in which teasing, harassment and bullying will find great difficulty in developing.
- Refer any requests from journalists for statements about NOYT to the Chairman without comment, including 'no comment'.

#### **Adults must not:**

- Act in any way that brings NOYT into disrepute
- Take illegal drugs or any other illegal substances
- Smoke at any NOYT activity
- Condone any illegal drinking, drug taking, smoking or other breaches of NOYT rules by minors.
- Use abusive language or bullying tactics
- Conduct any form of physical or inappropriate personal relationship with a minor or allow any relationship with a minor to develop beyond the professional level
- Use corporal punishment or unreasonable restraint in dealings with minors.
- Publicly speculate about any allegation of (or hint of) criminal offence against a member of NOYT.
- Condone any behaviour which is in breach of NOYT Policies