

The Fundraising Agency Limited

Code of conduct for staff, contractors and volunteers

The purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children and young people, who receive The Fundraising Agency Limited's (TFA) services, from harm. This includes the children who use our goods and services, attend our events or purchase our products.
- to provide staff, contractors and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- To ensure that all staff, contractors and volunteers of TFA understand the code of conduct that they must operate with and under when working with TFA to ensure they do not pose a risk to children or vulnerable adults

This policy applies to anyone working on behalf of TFA, including senior managers, paid staff, volunteers, sessional workers, subcontractors, event participants, agency staff and students.

We believe that:

- Children and young people should never experience abuse of any kind and must be protected from harm at all times
- We believe every child should be valued, safe and happy.
- We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- We want children who use or have contact with this organisation to enjoy what we have to offer in safety.
- We want individuals (adults and children) who use or attend our organisation and its events to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
- We will achieve this by having an effective child protection procedure and following National and Local guidance.
- If we discover or suspect a child is suffering harm we will notify social services or the police in order that they can be protected if necessary.
- We will also complete our own safeguarding incident reporting form which will be passed to the nominated child protection lead and relevant external authorities and agencies where appropriate.
- This child protection policy and our child protection procedure apply to all staff, contractors and volunteers and users of the Fundraising Agency Limited events and anyone carrying out any work for us or using our premises or other premises we are contracted to operate in or on.
- We will review our child protection policy and procedures at least every year to make sure they are still relevant and effective.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Our code of conduct for staff, contractors and volunteers :

You must at all times:

- Ensure that children and young people are made to feel welcome at all Amnesty International UK events and activities.
- Remind everyone of the purpose of the activity and the importance of treating everyone with respect and dignity.
- Encourage, children and adults to constructively challenge attitudes and behaviours that are unacceptable to the group.
- If you are concerned that a child or young person is at risk of abuse or harm, alert the TFA nominated child protection lead.
- Ensure that children under the age of 18 know the name of at least one person present to whom they can speak if they wish and with whom they can raise any concerns. If at an event this is information that is available to all adults and children present. Available at designated areas of all events.
- Consider any necessary health and safety requirements including access to refreshments, shade, toilets etc.
- Respect a child's right to privacy when sharing information and respect that, however if dealing with a potential disclosure of abuse or neglect never promise confidentiality.
- Respect the cultural, religious and ethnic background of the child or young person.
- Remember that someone else might misinterpret your words or actions, no matter how well intentioned
- Recognise that caution is required, even in sensitive moments such as dealing with bullying or when child or young person is very upset.
- Plan your activities so that they involve more than one other person over 18 years of age being present or at least in sight or hearing of others.
- If you do need to work alone with a child or young person, remain in general view – not 'hidden away' behind closed doors.

Pick materials carefully to make sure they are suitable for a young audience.. Please check guidelines/materials beforehand and check appropriateness if necessary. If you consider that the content of an event or activity will not be suitable for children or young people, clearly state a minimum age requirement.

If you visit a school on behalf of TFA, ensure that a teacher or other member of the school staff is always with you - you should not be left alone with students.

Seek a child or young person's consent before taking any photographs of them and obtain consent from their parent, carer or guardian for any promotional use of photographs of those under 18.

Make available the telephone contact numbers which young people can ring if they are distressed:

- Childline 0800 1111
- NSPCC 0808 800 5000

Under no circumstances must you:

- Spend time with children/young people unobserved including online.
- Have private contact with children/young people through a personal social media or email account.
- Contact children or young people outside the requirements of the group, project, event or activity.
- Allow abusive behaviour or activities such as bullying.
- Allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood.
- Allow any physically rough or sexually provocative games, or inappropriate talking or touching, by anyone in any group for which you have responsibility.
- Allow yourself to be drawn into inappropriate attention seeking behaviours.
- Show favouritism to any individual.
- Believe "it could never happen to me".

What if you suspect a child or young person is being abused or neglected:

- Inform the Designated TFA Safeguarding Lead.
- Record and date and facts which support your suspicions.

If a child is in immediate danger, call the police on 999.

A child discloses to you that they have or are being abused by someone else:

- Listen carefully to the child. Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the child to 'shut down' or stop talking.
- Let them know they've done the right thing. Reassurance can make a big impact to the child who may have been keeping the abuse secret.
- Tell them it's not their fault. Abuse is never the child's fault and they need to know this.

- Say you will take them seriously. A child could keep abuse secret in fear they won't be believed. They've told you because they want help and trust you'll be the person who will listen to and support them.
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child.
- Explain what you'll do next. If age appropriate, explain to the child you'll need to report the abuse to someone who will be able to help
- Don't delay reporting the abuse. The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.
- Inform the Designated Safeguarding Lead
- If a child discloses to you in a school, for example as an TFA staff member, contractor or volunteer, then you should still listen to the child, but ensure the teacher responsible for your session is informed. You should not be alone with a child or young person in a school setting.
- Before leaving the school premises, you should ask the class teacher or the reception staff to speak to a designated safeguarding lead to report the concern.
- You should also inform the TFA Lead who will follow up with the school to ensure the concern is being addressed through the school's safeguarding procedure.

Contact details

Nominated child protection lead

Name: Arun Sharma

Phone/email: 0333 4441189 / arun@tfaltd.co.uk

Deputy child protection lead(s)

Name: Justin Leahy

Phone/email: 0333 4441189 / justin@tfaltd.co.uk

Senior lead for safeguarding and child protection

Name: Arun Sharma

Phone/email: 0333 4441189 / arun@tfaltd.co.uk

This policy was last reviewed on: 09.11.2021

Signed:Arun Sharma.....

Date:09.11.2021.....



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