

Carers in Bedfordshire Behaviour Code

Created 05/11/2024

Owned By: Operations Manager

Purpose and Scope

This behaviour code outlines the conduct expected of anyone involved in Carers in Bedfordshire's activities, including staff, volunteers, trustees, children, and young people. This code promotes an environment that is safe, respectful, inclusive, and aligned with ethical standards, ensuring all individuals are valued and protected.

Why We Have This Code

This code helps Carers in Bedfordshire uphold integrity, protect everyone involved, and foster a culture of safety, respect, and honesty. All participants, both in person and online, are expected to follow these standards.

Behaviour Expectations for Everyone

In line with NCVO's Charity Ethical Principles, this behaviour code supports values of honesty, respect, accountability, and transparency in all interactions.

Do's:

Respect and Inclusivity: Show kindness and empathy, encouraging cooperation and supporting a diverse and inclusive environment. Respect individual differences in gender, culture, disability, and beliefs, ensuring everyone feels welcomed and valued.

Transparency and Honesty: Act with honesty in all interactions, providing clear communication and transparency in your role. Encourage open dialogue and actively listen to others.

Accountability and Responsibility: Follow safeguarding policies diligently, including promptly reporting any inappropriate or harmful behaviour. Be responsible for the safety of all participants, staying aware of risks and acting with care.

Support for Vulnerable Individuals: Offer support, especially to those who may be vulnerable, including children and young people. Promote positive, respectful relationships that value each person's contributions.

Understand and Follow all Carers in Bedfordshire Procedures: Be aware of the location and content of all the policies and procedures (including data protection and GDPR). Follow these while conducting your role at Carers in Bedfordshire and assist colleagues to do the same.

Don'ts:

Avoid Conflicts of Interest: Do not engage in behaviour that could create a conflict of interest or appear to serve personal agendas at the expense of Carers in Bedfordshire's values and commitments.

Zero Tolerance for Discrimination or Abuse or Harassment: Do not participate in or tolerate any behaviour that could be seen as intimidating, abusive, or discriminatory. Avoid any comments or actions that are derogatory, disrespectful, or offensive.

Prevent Inappropriate Relationships: Refrain from engaging in personal or inappropriate relationships with participants, including avoiding sharing personal contact details or using personal social media accounts for communication.

Avoid Unsafe Behaviour: Do not take unnecessary risks in interactions with children, young people, or adults. Always ensure that more than one adult is present during activities where possible. Do not use personal equipment for work purposes involving children and young people, such as taking photographs of children on your personal phone.

For Staff and Volunteers

As trusted representatives of Carers in Bedfordshire, you are expected to embody these principles and set an example through:

Professional Integrity: Prioritise the welfare of all participants, maintaining professionalism and honesty. Avoid any actions that could harm others emotionally or physically and the reputation or values of Carers in Bedfordshire.

Safeguarding and Protection: Ensure you are informed about safeguarding policies and always adhere to reporting protocols if concerns arise. Be proactive in promoting a safe environment for all.

Respect and Inclusivity: All employees are expected to treat each other with respect and act in a mature, professional manner, valuing diverse perspectives and fostering an inclusive, supportive workplace environment.

Consequences of Not Following the Code

Consequences of not following the code will result in the below and Carers in Bedfordshire following the disciplinary and grievance policy and procedure.

For Minor Incidents:

A gentle reminder will be issued, allowing individuals to reflect on and adjust their behaviour. This informal warning will be recorded on the HR system.

Formal Warnings:

Continued or more serious breaches will lead to a formal warning and may involve further support, restrictions on participation, and communication with carers or parents as needed.

Final Warnings and Further Actions:

Repeated or severe breaches of this code may lead to restricted or terminated involvement with Carers in Bedfordshire's activities. Any unlawful or unethical behaviour may be reported to the appropriate authorities.

This code promotes a safe, inclusive, and ethical environment, supporting Carers in Bedfordshire's commitment to integrity, transparency, and respect for all.