 The Kingfisher Club Office

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**Kingfisher Club Code of Good Practice for Staff/Committee**

**(Policy No. 2)**

**The following Code of Good Practice was drawn up by the Kingfisher Club following guidance from:**

1. Care Inspectorate
2. Scottish Social Services Council - SSSC
3. Scottish Executive
4. Edinburgh and Lothians Inter-agency Child Protection Procedures

**Objective:**

The Kingfisher Club is fully committed to safeguarding the welfare of all children by protecting them from physical, sexual and emotional harm. Staff should at all times, show respect and understanding of children’s rights. Staff should conduct themselves in a way that reflects our principles. Staff should report any incident which contravenes our Club Code to the appropriate authority. **(Whistle Blowing Policy No. 9)**

**Recognised procedures and practices as laid out in the National Care Standards for early education and childcare up to the age of 16 should be adhered to at all times. All staff should be aware of and follow the Scottish Social Services Council Code of Practice for Social Service Workers. (SSSC)**

**Guidelines:**

The Kingfisher Club staff can reduce likely situations where abuse could occur and help protect themselves from false accusations by adhering to the following general rules.

Staff should not:

1. Spend time alone with a child away from others
2. Take a child alone in a car on journeys
3. Contact a child outwith the Club
4. Take or invite a child to their home
5. Babysit for any Kingfisher Club family
6. Reply to or communicate with children on any type of Social Network Site
7. Give out their e-mail address/telephone numbers/home address

**When occasions arise where it is unavoidable that Number 1) or 2) happen, then they should only occur with the full knowledge and agreement of Senior Staff.**

**Guidelines For Staff**

**You Should:**

1. Treat everyone with respect;
2. Always put the care, well-being and safety needs of a child first;
3. Provide an example for others to follow;
4. Respect all person’s right to personal privacy;
5. Protect children/staff members/parents/carers dignity at all times;
6. Respect a child’s right to be involved in decision making that affects them;
7. Respect a child’s culture (for example their faith and religious beliefs)
8. Be alert to any child being vulnerable due to personal circumstances;
9. Plan activities which involve more than one adult being present, or at least within sight of others;
10. Provide access for children to talk about any concerns they may have;
11. Encourage children to feel comfortable about pointing out attitudes or behaviour they do not like;
12. Remember that someone else might misinterpret actions, no matter how well intentioned;
13. Recognise that special caution and compassion is required when dealing with sensitive moments involving bullying, bereavement or abuse;
14. Always seek advice from the Co-ordinator/Team Leaders if you are unsure about any procedure or practice;
15. Ensure the adult/child ratio is maintained in the area you are working;
16. Ensure play equipment/materials are checked for safety before use;
17. Encourage children to be aware of their own safety and that of others;
18. Encourage children and adults to think and interpret things positively;
19. Encourage and instigate outdoor activities when weather permits;
20. Ensure all activities/conversations are suitable for the full age range of children in attendance;
21. Report to the Co-ordinator/Team Leaders any serious ailment a child describes, headache etc.
22. Consult and involve the Co-ordinator/Team Leaders over any difficulties which arise with a child’s behaviour, well-being etc.
23. Consult the Co-ordinator/Team Leaders over ANY concerns you have about a child’s safety or well-being.

**You Should Not:**

1. Allow children or other adults to use inappropriate language unchallenged;
2. Encourage children to partake in any conversations, jokes, songs etc. not appropriate to a Childcare Club environment;
3. Let allegations a child makes go unchallenged or unrecorded;
4. Deter a child from making an allegation through fear of not being believed;
5. Exaggerate or trivialise any concern a child brings to you;
6. Exaggerate or trivialise any concern a co-worker brings to you;
7. Discuss personal issues about a child or their family with other people except your
8. Co-ordinator/Team Leader when you are concerned about the child’s well-being
9. Allow yourself to be drawn into any inappropriate attention seeking behaviour such as tantrums or crushes;
10. Do things of a personal nature for a child that they can do themselves;
11. Permit any form of abusive peer activity e.g. Initiation ceremonies;
12. Ridicule, bully, shout or argue with a child/adult or permit this type of conduct amongst the children;
13. Show favouritism to any individual or the opposite;
14. Pry or appear overly curious about any child/adult/family;
15. Jump to conclusions about others without checking the facts;
16. Use the Club to catch up on the latest gossip or to have a “natter” with other adults;
17. Use any physical means of ensuring a child does as you wish, except where the child is endangering themselves or others;
18. Pass personal or derogatory remarks about appearance, ability, opinions etc;
19. Reprimand (except when urgency is required) any child/adult in public where they may feel embarrassed / humiliated.

**YOU MUST NEVER:**

1. Engage in rough, physical or sexually provocative games, including horseplay;
2. Allow or engage in inappropriate touching of any form;
3. Make sexually suggestive comments about or to a child, even in fun;
4. Discriminate, harass or intimidate a child or co-worker because of their age, race, gender, sexual orientation, religious belief, socio-economic class or disability;
5. Form inappropriate emotional or physical relationships with a child;
6. Contact a child outwith the Club;
7. Invite or allow a child to visit your home.

**DO NOT RELY ON JUST YOUR GOOD NAME TO PROTECT YOU.**