

Appendix 2 – Safeguarding Code of Conduct

I, _____ [insert name], acknowledge that I have read and understand The Aquaid Lifeline Fund’s Safeguarding Policy and that I agree to abide by the following Safeguarding Code of Conduct in the course of my association with The Aquaid Lifeline Fund.

The Aquaid Lifeline Fund seeks to provide a safe and trusted environment which safeguards anyone who the organisation has contact with, including beneficiaries, staff and volunteers. It expects all of its staff, volunteers, partners and other representatives to contribute to that environment and to demonstrate the highest levels of conduct both at work and outside of work.

I agree that I will:

- maintain professionalism and afford appropriate dignity to others in my conversations and conduct at all times in the course of my association with The Aquaid Lifeline Fund or its partners
- comply with all relevant Aquaid Lifeline Fund policies, including the Safeguarding Policy and other relevant HR policies (or their equivalents as they apply to the setting that I work in)
- treat all people, and particularly children and vulnerable adults, with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- wherever possible, ensure that another adult is present when working in the proximity of children and vulnerable adults
- immediately report concerns or allegations of abuse, harm, neglect, exploitation and/or policy noncompliance in relation to a child or vulnerable adult in accordance with the Aquaid Lifeline Fund Safeguarding Policy and report any other concerns in accordance with other relevant policies (such as the Whistleblowing Policy)
- immediately disclose all allegations, charges, convictions and other outcomes of offences: of a sexual nature; that relate to exploitation or abuse of children/vulnerable adults; or are dishonesty offences such as fraud or bribery
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children/vulnerable adults or other beneficiaries or staff, or access child exploitation material through any medium
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitative or abusive, or otherwise contrary to the Safeguarding Policy.

I agree that I will not:

- intentionally do anything that could reasonably result in harm being caused to The Aquaid Lifeline Fund staff, The Aquaid Lifeline Fund beneficiaries, children, vulnerable adults or others who come into contact with the charity

- intentionally do anything that could reasonably result in damage to The Aquaid Lifeline Fund reputation
- undertake any unsupervised regulated activity (as defined in the Safeguarding Policy) unless and until approved to do so following criminal record disclosure checks
- engage in any behaviour that constitutes bullying or harassment (including sexual harassment) in relation to any person
- exchange money, offers of employment, goods or services for sex or sexual services or personal payments
- use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- engage children under the age of 18 in any form of sexual intercourse or sexual activity whether lawful, paid, nominally consensual, virtual or voyeuristic or otherwise
- invite unaccompanied children or vulnerable adults into private residences, unless they are at immediate risk of injury or in physical danger
- sleep close to unsupervised children unless absolutely necessary in crisis or emergency situations, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to my own children)
- use physical punishment on children or vulnerable adults (and I will only use physical intervention of any sort in accordance with local law and best practice)
- hire children for domestic or other labour, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)

When photographing or filming a child or using children's images for work-related purposes, I must:

- comply with The Aquaid Lifeline Funds Data Protection Policy
- *take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or vulnerable adult
- obtain informed consent from the parent, guardian, carer or appropriate adult before photographing or filming a child or vulnerable adult. As part of this I must explain how the photograph or film will be used
 - ensure photographs, films, videos and DVDs present children and vulnerable adults in a dignified and respectful manner and not in a vulnerable or submissive manner
 - help to ensure that children and vulnerable adults are adequately clothed and not in poses that could be seen as sexually suggestive
 - ensure images are honest representations of the context and the facts

- ensure file labels, meta data or text descriptions do not reveal identifying information about a child/vulnerable adult when sending images electronically or publishing images in any form
- store images securely

I understand that the onus is on me, as a person associated with The Aquaid Lifeline Fund, to use common sense and avoid actions or behaviours that could be construed as contrary to applicable law, this Safeguarding Code of Conduct and/or relevant Aquaid Lifeline Fund policies.

Signed: _____

Date: _____