

## **SAFEGUARDING CODE OF CONDUCT**

Date of policy: April 2021

Review Date: April 2024

*This policy will be reviewed every 12 months (as a minimum).*

### **INTRODUCTION**

The Elifar Foundation is a small charity which helps to improve the lives of children and young adults with severe learning difficulty and associated physical disability. We provide grants for a variety of items including electronic wheelchairs, specialised seating, eating aids, special beds and trikes, hoists, communication devices, sensory equipment, and specialist holidays.

Employees, volunteers, and trustees of The Elifar Foundation do not carry out any regulated activity and our relationships are limited to parents and healthcare professionals. However, we recognise that safeguarding is the whole of society's responsibility. The Elifar Foundation acknowledges the duty to safeguard and promote the welfare of children and adults at risk; and is committed to supporting all safeguarding practices that reflect statutory responsibilities, government guidance and compliance with best practice requirements.

The Elifar Foundation believes strongly that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.

This code of conduct applies to all employees, trustees, and volunteers of The Elifar Foundation.

Staff, volunteers and trustees must:

- Maintain high standards of personal and professional conduct including sensitivity to the context of the work being undertaken
- Treat all children and adults at risk with respect including respect for diversity
- Work in partnership with other organisations to ensure that everything possible is done to safeguard and promote the welfare of children and adults at risk
- Report any incidents or concerns that cause them to believe that a child or an adult at risk is, or is likely to be at risk of significant harm in line with the Elifar Foundation procedures
- Adhere to all policies and guidance on online-safety and social media activity
- Co-operate with any vetting and recruitment requirements appropriate to role
- Ensure that whenever possible there is more than one adult present during activities with children or adults at risk, or at least you are within sight or hearing of others.
- Report any safeguarding allegations against any individual in line with the Elifar Foundation procedures
- Report any breaches of this Code to a line manager

It is **not** permissible (and in some instances, may be unlawful) for an individual to:

- Engage in, or attempt to engage in, sexual relations or sexually inappropriate relationship with a child or adult at risk
- Make sexually suggestive or derogatory remarks or gestures to, or in the presence of a child or adult at risk
- Use their status or position to groom, form, or promote relationships with any child, or adult at risk, either face to face or online, which are of a sexual nature, or which may become so
- Exchange money, employment, goods or services for sexual favours
- Allow individuals to gain access to children or adults at risk, without having completed the appropriate checks and processes
- Encourage or assist others to break the law in any way
- Engage in any form of sexual harassment
- Use their position to intimidate, bully, threaten, injure, discriminate against, coerce or undermine any child
- Either exaggerate or trivialise child or adult abuse
- Invite a child or adult at risk that has been met through employment, placement or volunteering into their home
- Carry out duties or volunteering whilst affected by alcohol, solvents or drugs
- Be in the possession of, or profit from the sale of, illegal goods or substances
- Possess abusive images of any children or adults at risk
- Be alone with children or adults at risk away from organisational premises, such as taking them out on trips unaccompanied by other adults or transporting them alone, unless the reason for this is part of a work plan authorised by a manager and with the consent of parents/carers where required
- Breach confidentiality or seek information to which you have no right of access
- Engage in activities either in the work environment or home life or online which might damage the reputation of the Elifar Foundation and undermine our responsibility to safeguard children and vulnerable adults