

# Policy – Code of Conduct



To give positive guidance, the “Young People First” code of practice sets out a code of behaviour for all **ADULTS** dealing with Young People at Marshall Aerospace and Defence Group.

Every adult dealing with Young People shall have a copy of the “Young People First” code of practice. It is designed so you can keep it with you at all times.

## Check that:

- You have your own copy.
- All other adults involved in working with young people have a copy.
- You have a copy displayed in your work area.
- Parents/carers are made aware of this code and our Safeguarding policy.

## Code of Behaviour:

**DO** keep to this code at all times.

**DO** treat everyone with dignity and respect.

**DO** set an example for others to follow.

**DO** treat all young people equally – do not show favouritism.

**DO** respect a young person’s right to personal privacy.

**DO** avoid unacceptable situations within a relationship of trust. E.g. sexual relationship with a young person who is over the age of consent.

**DO** allow young people to talk about any concerns they may have.

**DO** encourage others to challenge attitudes or behaviours they do not like.

**DO** avoid being drawn into inappropriate attention-seeking behaviour, e.g. tantrums and crushes.

**DO** make everyone (young people, parents/carers, instructors, mentors and other helpers) aware of our Safeguarding arrangements.

**DO** remember this code at sensitive moments, e.g. when helping someone who has been bullied, bereaved or abused.

**DO** remember someone else might misinterpret your actions, even if you mean well.

**DO** take any allegations or concerns of abuse seriously and refer them to the Designated Person (Apprentice Training Manager) immediately.

**DO NOT** trivialise abuse.

**DO NOT** form a relationship with a young person, that is an abuse of trust.

**DO NOT** allow abuse activities e.g. initiation ceremonies or bullying.

**DO NOT** take part in inappropriate behaviour or contact, whether physical, verbal or sexual.

**DO NOT** make suggestive remarks or threats to a young person, even in fun.

**DO NOT** use inappropriate language when writing, phoning, emailing or using the internet.

**DO NOT** let allegations, suspicions or concerns about abuse go unreported.

**DO NOT** rely just on your good name to protect you.

**DO NOT** allow, distribute or expose inappropriate material to young people or employees including through the use of technology devices.

It is the policy of Marshall Aerospace and Defence Group to safeguard the welfare of all employees by protecting them from neglect and from physical, sexual and emotional harm.

## WHAT DO I DO IF ...?

If you suspect a young person is being abused, a young person confides in you, someone has a concern or makes a complaint about any employee or about you; it’s your duty to report it.

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## **If a young person tells you they are being abused you should do the following:**

1. Allow them to speak without interruption and accept what they say.
2. Be understanding and reassuring but do not give your opinion.
3. Tell them that you will try to offer support but that you must pass the information on.
4. Tell the Designated Person (Apprentice Training Manager) or HR Business Partner immediately.
5. Write careful notes of what was said, using the actual words whenever possible.
6. Pass your notes to the Designated Person (Apprentice Training Manager) or HR Business Partner, making sure you sign and date them.

## **If you are concerned about a young person's safety and well-being, or there is a concern, complaint or allegation about an adult or yourself you should do the following:**

1. Tell the Designated Person (Apprentice Training Manager) or HR Business Partner immediately.
2. Write careful notes of what you witnessed, heard or were told.
3. Sign, date and pass your notes to the Designated Person (Apprentice Training Manager) or HR Business Partner.

If the young person is at immediate risk of significant harm, contact the police or social services. Tell the Designated Person (Apprentice Training Manager) or HR Business Partner, when you have done this.

Any employee at Marshall Aerospace and Defence Group has the right to report concerns or suspicions about another employee in confidence and free from harassment.

**You must refer any concerns or complaints to the Designated Person (Apprentice Training Manager) or HR Business Partner. DO NOT INVESTIGATE IT YOURSELF.**

**For further information and guidance please refer to the Safeguarding policy BMS0541 on the Marshall Intranet site or [www.Marshall Centre.co.uk](http://www.Marshall Centre.co.uk)**

This code has been developed in order to provide **CHILDREN AND YOUNG PEOPLE** with advice on the behaviour that is expected of them when attending and using the facilities of Marshall Aerospace and Defence Group or whilst on business activities off site. This Code of Behaviour is also expected from employees at all times whether in attendance at Marshall ADG or not.

## **PURPOSE**

To ensure children and young people are treated fairly by all employees working with at Marshall ADG and know what is expected of them.

## **Basic Principles**

This code of behaviour for children and young people is intended to:

- Identify acceptable behaviour for children and young people
- Promote self-respect and self-control
- Raise children's and young people's self-esteem and self confidence
- Encourage individual responsibility for behaviour and outline the consequences of poor behaviour
- Encourage children and young people to recognise and respect the rights of others
- Encourage cooperation at all times in all situations
- Promote the values of honesty, fairness and respect
- Anticipate and resolve any conflict that may arise
- Ensure that children and young people are aware of the point that sanctions will be put into place

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## Do's and don'ts

Children and young people are expected to:

- Cooperate with each other
- Be friendly and courteous
- Listen to each other
- Be helpful and supportive
- Use good manners
- Join in with effective contribution
- Respect each other's differences
- Treat staff and volunteers and each other with respect
- Report anything that worries or concerns them to the Designated Person (Apprentice Training Manager) or HR Business Partner
- Observe and practice and uphold diversity and equality (BMS0469)
- Follow this code of behaviour and other rules

Children and young people not to:

- Bully each other
- Be abusive
- Use equipment to be abusive, e.g. mobile phones to send nasty messages, photos without permission, nasty emails
- Use hurtful comments making fun of you or your work
- Engage in Sexual harassment
- Exclude you from workplace activities
- Play mind games or 'ganging up'
- Use physical violence, including pushing and tripping to outright attacks or confrontation
- Threaten with workplace equipment such as knives, drills or implements
- Initiation or rituals where you have to do something unacceptable or humiliating or against your will

## Breach of this code of conduct

It is the responsibility of Marshall ADG to ensure that all children and young people working at Marshall ADG are informed of this code of conduct and confirm with them that they have seen, understood and agreed to follow it. Children and young people must also be made aware of the consequences if they breach the code.

1. If a child or young person breaches the code of conduct, it may be an appropriate sanction is for a minor or first time breach to remind him or her about the code and conduct and request him or her to comply with it. Children and young will be given the opportunity to reflect, enabling them to plan a positive response with support from either staff or mentors.
2. If, having followed the above step the child or young person continues to exhibit inappropriate behaviours, she or he should be referred to the appropriate member of staff who may enter into the formal disciplinary process.
3. Any further persistent inappropriate behaviour may result in a disciplinary hearing in accordance with the Employee Disciplinary policy BMS0251.
4. If staff at Marshall ADG become concerned that a child's behaviour suggests either that he or she may be at risk of significant harm or that he or she may present risk of serious harm to others, Marshall ADG's child protection procedures will be followed and a referral may be made to the local authority's children's social care department.

## The role of parents and carers

Marshall ADG welcome and encourage parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate. In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.

In the event of child protection procedures being necessary, discussion with the child and his or her family will take place at the earliest opportunity except in situations where this would possibly endanger a child's safety or interfere with a police investigation.