



Braintree Youth Project Charity

Staff and Volunteer Code of Conduct

Policy

All staff and volunteers will act, at all times:

- In the best interests of the child or young person;
- In accordance with the Vision, Values and culture of BYPC;
- In accordance with the highest professional standards;
- Ethically.

Practice

The relationship between the young people, staff and volunteers is crucial and it is the task of the Youth Centre Manager to assist in all aspects of the role, including matters of conduct. Any doubts or concerns should be taken up with the Youth Centre Manager. Equally, he or she will bring in to relevant meetings any concerns that they may have.

Procedures

Where misconduct arises, these procedures will come into effect.

1. Minor misconduct (e.g failure to follow procedures) will be taken up with the Youth Centre Manager. The Chair and the Board will be advised following the usual course of supervision meetings with the YCM.
2. More serious misconduct will be reported to the Chair and Board immediately. In that event they will:
Confirm the concerns in writing to the staff member/volunteer;
discuss with them what needs to be 'put right';
agree a time scale within which there will be evidence of that having happened;
prescribe any necessary training or support.
3. Where the above does not lead to a satisfactory outcome, it may be necessary to discuss the termination of a volunteer agreement or suspending until the required improvements are achieved.
4. Where concern remains, a formal review will be undertaken to assess suitability to continue in the role as a volunteer.

5. In the event of more serious misconduct or allegation, it may be necessary to terminate the volunteering agreement, pending investigation. The nature of the investigation will depend upon the nature of the misconduct/allegation and could involve an appropriate Authority or Police.
6. Where a misconduct/allegation is upheld, a disciplinary hearing will be convened to assess whether the volunteer should continue in that capacity. (Procedurally, this will follow the pattern described in Stage 3 of the Complaints Procedure).
7. Some misconduct may justify summary dismissal (e.g serious offences against the person or property).

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