



FESP Code of Conduct

This policy outlines the conduct that Furness Education & Skills Partnership (FESP) expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. We are committed to reviewing our policy and good practice annually.

This policy exists to help us protect children and young people from abuse. It has been informed by the views of children and young people.

Furness Education & Skills Partnership is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Furness Education & Skills Partnership you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
 - o ensuring equipment is used safely and for its intended purpose
 - o having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - o including our policies and procedures for safeguarding and child protection, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to our designated safeguarding lead Mrs Janet Dixon.
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - o this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children and young people

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible
 - o if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
 - o if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
 - o if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
- only provide personal care in an emergency and make sure there is more than one adult present if possible
 - o unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks

- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child or young person
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Online safety

Our aims are:

- to protect all children involved with our organisation and who make use of technology (such as mobiles phones, games consoles and the internet) while in our care.
- to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents to ensure our organisation is operating in line with our values and within the law regarding how we behave online.

The below provides guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff who work for us, and members of our organisation, to behave online.

As part of using the internet and social media, our organisation will:

- assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, and our social social media accounts including Facebook, Twitter, LinkedIn, and video conferencing platforms including Teams, Zoom or Skype
- be aware of how staff in our organisation and the children they work with use social media both inside and outside of our setting ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms.

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 2 members of staff will have access to each account and password
- the designated staff managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- identifying details such as a child's home address or telephone number shouldn't be posted on social media platforms.



- any posts or correspondence will be consistent with our aims and tone as an organisation.
- staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media.
- staff should not communicate with children via personal accounts.
- staff should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using organisation accounts.
- staff should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media.
- staff should avoid communicating with children via email or organisational social media outside of normal office hours.
- any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our safeguarding procedures.
- staff and children must not engage in 'sexting' or send pictures to anyone that are obscene.
- Staff should also ensure that FESP's website www.fesp.org.uk is suitable for the young person and FESP's content and other content is appropriate for them.

Note:

- the terms 'child' or 'children' apply to anyone under the age of 18.
- the term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child.
- the term 'staff' applies to members of staff, trustees and volunteers.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Furness Education & Skills Partnership. We might also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to our designated safeguarding lead Mrs Janet Dixon.

This policy was last reviewed on: 7th October 2025.

Signed: 

Name: Jayne Moorby
Chair of the board of trustees