# RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

# Code of Conduct for Volunteers

**IMPLEMENTED: February 2025** **ANNUAL REVIEW DUE: February 2027**

**CHAIRMAN: Chris Lee, 01895 631971**

## The purpose and scope of this behaviour code

This behaviour code outlines the conduct that Ruislip-Northwood Festival expects from all volunteers. This includes anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people from abuse.

Ruislip-Northwood Festival 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 volunteers

In your role at Ruislip-Northwood Festival 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 volunteers

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
    - ensuring equipment is used safely and for its intended purpose
    - having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for safeguarding and child protection
- 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 Festival organiser
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

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**Respecting children and young people**

You should:

- listen to and respect children at all times
- value and take children's contributions seriously
- respect a young person's right to personal privacy as far as possible - 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
- 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
- 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
- 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

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**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

**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 procedures. Depending on the seriousness of the situation, you might be asked to leave Ruislip-Northwood Festival. 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 the Festival Organiser. If necessary, you should follow safeguarding and child protection policy and procedure.

This code of conduct was last reviewed on:

Name: C. M. LEE

Signed:

Date: 27/01/26.