



CODE OF CONDUCT

MATT+FIONA

Code of conduct for staff and volunteers

MATT+FIONA staff and volunteers involved in design and build projects for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children through careful supervision, foresight and awareness, and using safe methods at all times.
- Consider the wellbeing and safety of all participants ahead of the progress of the design and build.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people equally and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Never to leave any child unsupervised with tools or on the construction site.
- Appreciate the efforts of all young people.
- Be positive, approachable and offer praise to promote the objectives of MATT+FIONA at all times.
- Not let any allegations of abuse of any kind to go unreported and unrecorded.
- Report all incidents and accidents to MATT+FIONA staff, to be recorded in MATT+FIONA's incident/accident book.
- Always inform MATT+FIONA (one of the directors or the project manager) of any incidents or accidents as soon as possible. MATT+FIONA will decide if these require first aid and / or GP or hospital admission.



- Report accidents or incidents of alleged abuse or poor practice to the designated person (one of the directors or the project manager).
- Refer all incidents – including the most minor - to a member of the MATT+FIONA team to administer first aid
- Have access to telephone for immediate contact to emergency services if required.
- Ensure the rights and responsibilities of young people are enforced.
- Take time to explain design and construction techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standards of behaviour (disciplined/committed/time keeping), remembering children learn by example.
- Refrain from smoking and consumption of alcohol during design and construction workshops.
- Never to be alone with children. Two DBS-checked staff members must be present at all times.
- Abide by the MATT+FIONA Child Protection Policy at all times

Staff and volunteers have the right to the following during the time they are either employed by Matt and Fiona or volunteering on a specific project:

- Support in the reporting of suspected abuse.
- Fair and equitable treatment by the governing board / directors.
- Be protected from abuse by children/young people, other adult members and parents/guardians.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from MATT+FIONA projects.