

# LEATHERHEAD RDA CODE OF CONDUCT



**The aim of this code of conduct is to create a safe and enjoyable environment for everyone involved in RDA**

**Group Safeguarding Officer: Susie Pickard – 07973 653577**

---

- Treat everyone equally with respect and dignity and never engage in deliberately hurtful behaviour.
  - Bullying will not be tolerated in any form.
  - Everyone associated with Leatherhead RDA has a duty of care towards each other. Never abuse any position of trust you may hold and always act within appropriate boundaries, even in difficult circumstances.
  - Set an example you wish others to follow and remember everybody is a role model at all times, inside and outside of RDA.
- 

- Physical contact should only be made with a child in response to their needs at the time, and this should be appropriate to their age, gender, ethnicity and ability. Always explain your actions first and ensure you have consent.
  - Never allow or engage in rough, physical or sexually provocative games, and refrain from making sexually suggestive remarks, even in fun.
  - Inappropriate language should always be challenged.
  - Never do things of a personal nature for a child - ask school staff or parents to attend to children who need personal care such as help using the toilet. You may assist with hats, coats and other outer garments.
- 

- Never be alone with a child when not in sight and hearing of others.
  - Never transport a child from one location to another by yourself.
  - Ensure children are always supervised by a responsible adult.
- 

- Dress in a safe and appropriate manner for your time within RDA.
  - No one should be under the influence of alcohol/illegal substances whilst active within an RDA environment or acting in a capacity for RDA.
- 

## **Always inform our Safeguarding Officer immediately if:**

- You have any allegations made to you or any concerns yourself – it is unacceptable to not act upon a genuine concern. This includes those involving you directly.
- You feel someone else has misinterpreted what you have said or done
- You have had to restrain (other than with gentle force that causes no discomfort) or have accidentally hurt a child.
- You think you may have breached the code of conduct e.g. you have to be alone with a child for any time due to an emergency.

***You should never plan to be in a situation where you are alone with one child. Should an emergency occur, you must consider what action you are able to take, to ensure the situation is as safe as possible for everyone involved.***