

CODE OF CONDUCT IDEA DESIGN HUB CIC

Code of conduct for staff and volunteers

IDEA Design Hub CIC 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 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 IDEA Design Hub CIC at all times.
- Not let any allegations of abuse of any kind go unreported and unrecorded.
- Report all incidents and accidents to IDEA Design Hub CIC directors, the project manager or lead teacher, as soon as possible, to be recorded in IDEA Design Hub CIC's incident/accident book. IDEA Design Hub CIC directors, project managers or lead teachers 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, the project manager or lead teacher, who will pass information on to the DSL if necessary).
- Refer all incidents – including the most minor – to a member of the IDEA Design Hub CIC team to administer first aid. Students are to be directed to the designated school staff to offer first-aid assistance in school settings.
- Have access to a telephone for immediate contact with 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 (staff or volunteers without a DBS check). DBS-checked staff members must be present at all times.
- Abide by the IDEA Design Hub CIC Child Protection Policy at all times.

Staff and volunteers have the right to the following during the time they are either employed by IDEA Design Hub CIC 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 IDEA Design Hub CIC projects.