

Student Hubs code of conduct for staff and volunteers

This behaviour code covers the behaviour considered appropriate for staff and volunteers from Student Hubs. This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, interns, students or anyone working on behalf of Student Hubs.

The purpose of this policy:

- To support all individuals to be in an environment that promotes dignity and respect to all.
- To provide staff and volunteers with guidance on how to behave and interact with each other, and others, in an appropriate manner.
- To protect children and young people and vulnerable adults who participate in Student Hubs activities from abuse and inappropriate behaviour of adults.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection.
- To support Student Hubs staff and volunteers to establish expected behaviour in order to reduce the possibility of unfounded allegations against them.

This code of conduct should be read alongside our policies and procedures on:

- Student Hubs' [Whistleblowing Procedure](#)
- Student Hubs' [Child Protection Policy](#)
- [Adults at Risk of Harm Policy](#)
- [Allegations against an adult procedure](#)
- [Allegations against a child procedure](#)
- [Anti Bullying and Harassment Policy](#)

Upholding the code of behaviour

All members of staff and volunteers are required to report any breaches of this code of conduct to the Student Hubs Designated Safeguarding Officer under the whistleblowing procedure, or if necessary, under the child protection policy.

Staff and volunteers who breach this code of behaviour may be subject to Student Hubs' disciplinary procedure.

Student Hubs believes that a child, young adult or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them. In addition, no form of discrimination (direct, indirect or by a third party), intimidation, bullying or harassment will be tolerated.

Student Hubs is a registered charity in England and Wales, number 1122328.

Strategic Partners:

Working together at Student Hubs

When interacting with each other, and others, all staff and volunteers should act in a way that promotes dignity and respect.

It is important to:

- Listen to and respect others at all times
- Avoid favouritism
- Treat others fairly and without discrimination or prejudice
- Value others and take their views seriously
- Ensure that language is appropriate and not offensive or discriminatory, rather, inclusive of everyone

You must not:

- Exaggerate or ignore complaints, or allow them to go unreported
- Act in a way that is perceived to be threatening or intrusive

Working with community participants

When working with children, young adults and vulnerable adults at Student Hubs' activities, all staff and volunteers are acting in a position of trust. It is important that they understand that they are acting as role models, particularly for young people and young adults. and therefore must act in an appropriate manner at all times.

In addition to the code of conduct outlined for working together at Student Hubs, there are specific considerations when working with children, young adults and vulnerable adults.

It is important to:

- Follow the Students Hubs Child Protection Policy, Young Adult Protection Policy and Adults at Risk of Harm Policy at all times.
- Try to take the views of children, young adults and vulnerable adults into account when planning activities.
- Ensure that any physical contact with children, young adults and vulnerable adults is appropriate to the activity.
- Follow examples of good conduct which you would want the young people and older people to copy.
- Ensure that, wherever possible, there is more than one adult present during activities with children and vulnerable adults. When working with a child or vulnerable adult, ensure that you are close to where other people are.

You must not:

- Patronise children, young adults or vulnerable adults or make sarcastic, insensitive or derogatory comments in front of or to children, young adults or vulnerable adults.
- Allow allegations to go unreported.
- Make inappropriate promises to children, young adults or vulnerable adults, particularly in relation to confidentiality
- Exaggerate or ignore allegations of abuse

- Develop inappropriate relationships with children, young adults or vulnerable adults, such as physical contact that is not necessary for the activity or agreed with by a project coordinator or Hub staff
- Conduct a sexual relationship with a child or engage in sexual behaviour. Any such behaviour between a member of staff or volunteer and a young person is a serious breach of trust
- Let children have personal contact details (mobile number or address) or engage with them over social media

Contact details

Designated Safeguarding Officer (DSO)

Sophie Ford

sophie.ford@southamptonhub.org

Deputy DSO

Simran Dhanjal

sim.dhanjal@studenthubs.org

Lead Trustee board member for safeguarding

Michael Berry

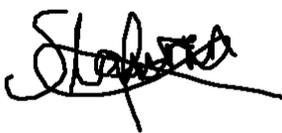
mike.berry@studenthubs.org

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 10 03 21

This policy should next be reviewed by 10 03 22

Signed:

A handwritten signature in black ink, appearing to read 'Sophie Ford', with a long horizontal stroke extending to the right.

Sophie Ford, Designated Safeguarding Officer

10/03/21