

Safeguarding Code of Conduct

I, _____ [insert name], acknowledge that I have read and understand The Leprosy Mission's Safeguarding Policy and that I agree to abide by the following Safeguarding Code of Conduct in the course of my association with The Leprosy Mission.

The Leprosy Mission seeks to provide a safe and trusted environment which safeguards anyone who the organisation has contact with, including beneficiaries, staff and volunteers. It expects all of its staff, volunteers, partners and other representatives to contribute to that environment and to demonstrate the highest levels of conduct both at work and outside of work.

I agree that I **will**:

- maintain professionalism and afford appropriate dignity to others in my conversations and conduct at all times in the course of my association with The Leprosy Mission or its partners
- comply with all relevant TLM policies, including the Safeguarding Policy, Bullying and Harassment Policy and other relevant HR policies (or their equivalents as they apply to the setting that I work in)
- treat all people, and particularly children and vulnerable adults, with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- wherever possible, ensure that another adult is present when working in the proximity of children and vulnerable adults
- comply with all relevant UK and local legislation and regulatory requirements ('local' meaning the place where I am working and/or TLM or its partner is relevantly operating), including labour laws in relation to child labour
- immediately report concerns or allegations of abuse, harm, neglect, exploitation and/or policy non-compliance in relation to a child or vulnerable adult in accordance with the TLM Safeguarding Policy and report any other concerns in accordance with other relevant policies (such as the Whistleblowing Policy)
- immediately disclose all allegations, charges, convictions and other outcomes of offences: of a sexual nature; that relate to exploitation or abuse of children/vulnerable adults; or are dishonesty offences such as fraud or bribery
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children/vulnerable adults or other beneficiaries or staff, or access child exploitation material through any medium
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as exploitative or abusive, or otherwise contrary to the Safeguarding Policy

I agree that I **will not**:

- intentionally do anything that could reasonably result in harm being caused to TLM's staff, TLM's beneficiaries, children, vulnerable adults or others who come into contact with the charity
- intentionally do anything that could reasonably result in damage to TLM's reputation
- undertake any unsupervised regulated activity (as defined in the Safeguarding Policy) unless and until approved to do so following criminal record disclosure checks
- engage in any behaviour that constitutes bullying or harassment (including sexual harassment) in relation to any person
- exchange money, offers of employment, goods or services for sex or sexual services or personal payments
- use language or behaviour that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- engage children under the age of 18 in **any** form of sexual intercourse or sexual activity whether lawful, paid, nominally consensual, virtual or voyeuristic or otherwise
- invite unaccompanied children or vulnerable adults into private residences, unless they are at immediate risk of injury or in physical danger
- sleep close to unsupervised children unless absolutely necessary in crisis or emergency situations, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible (noting that this does not apply to my own children)
- use physical punishment on children or vulnerable adults (and I will only use physical intervention of any sort in accordance with local law and best practice)
- hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)

When photographing or filming a child or using children's images for work-related purposes, I must:

- comply with TLM's Data Protection Policy
- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child or vulnerable adult
- obtain informed consent from the child/vulnerable adult and/or their parent, guardian or carer before photographing or filming a child or vulnerable adult. As part of this I must explain how the photograph or film will be used
- ensure photographs, films, videos and DVDs present children and vulnerable adults in a dignified and respectful manner and not in a vulnerable or submissive manner
- children and vulnerable adults should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child/vulnerable adult when sending images electronically or publishing images in any form
- store images securely

I understand that the onus is on me, as a person associated with The Leprosy Mission, to use common sense

and avoid actions or behaviours that could be construed as contrary to applicable law, this Safeguarding Code of Conduct and/or relevant TLM policies.

Signed: _____

Date: _____