

Islamic Help UK
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Safeguarding Children and Vulnerable Adults

Code of Conduct



Islamic Help
EMPOWERING PEOPLE IN NEED

This form is to be used in conjunction with, and in accordance with, Islamic Help's Policy for Safeguarding Children and Vulnerable Adults.

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Code of Conduct

Islamic Help believes that all children and adults at risk have the right to protection from all forms of violence, abuse and exploitation.

Staff, volunteers, contractors and others representing or visiting Islamic Help projects are responsible for maintaining a professional relationship with children, vulnerable adults and adults at risk.

This means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

This Safeguarding Code of Conduct outlines the behaviour Islamic Help expects from all staff, volunteers, partners, contractors and any others who are working with/for Islamic Help, with regards to working with or in the proximity of children and/or adults at risk.

Please read this document carefully. It is to be read in conjunction with Islamic Help's Policy for Safeguarding Children and Vulnerable Adults. By signing this Code of Conduct, you will be acknowledging that you have understood and accepted its requirements, and that you will be subject to any measures or actions as outlined in Islamic Help's Policy for Safeguarding Children and Vulnerable Adults.

I agree to abide by the following behavioural guidelines with regards to children and vulnerable adults I come into contact with through my work for or with Islamic Help:

I will:

- ✓ Treat all children and adults at risk with respect, regardless of race, colour, sex, sexual identity language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- ✓ Conduct myself in a manner that is consistent with the values of Islamic Help
- ✓ Provide a welcoming, inclusive and safe environment for all children and vulnerable adults
- ✓ Respect cultural differences which do not harm the child or vulnerable adult
- ✓ Encourage open communication between all children, young people, adults at risk, parents, staff and volunteers and enhance and promote the participation of children and vulnerable adults in the decisions that affect them
- ✓ Be transparent in my actions and whereabouts
- ✓ Take responsibility for ensuring I am accountable and transparent, and that I do not place myself in positions where there is a risk of allegations being made
- ✓ Wherever possible, I will ensure that another adult is present when I am working in the

proximity of children or vulnerable adults

- ✓ Report any concerns of abuse or policy non-compliance in accordance with my organisation's reporting procedures
- ✓ Keep confidential all information that I am party to regarding safeguarding protection cases; disclosing and discussing information with consideration to data protection and privacy requirements, and only with the relevant parties including my organisation's Safeguarding Contact/s
- ✓ Report any concerns or suspicions regarding abuse or policy non-compliance by a fellow worker, volunteer, contractor or visitor, in line with my organisation's reporting procedures
- ✓ Comply with all relevant national legislation, including labour laws in relation to child labour
- ✓ Immediately disclose all charges, convictions and other exploitation and abuse and policy non-compliance in accordance with appropriate procedures

I will not:

- ✓ Engage in behaviour that is intended to shame, humiliate, belittle or degrade children or vulnerable adults
- ✓ Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with a child or vulnerable adult
- ✓ Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes. If this is necessary, for example for a child or adults at risk with a disability, I will inform my supervisor first and be as open as possible in my behaviour, which includes explaining what I can do to assist them
- ✓ Invite unaccompanied children or adults at risk into my home, unless they are at immediate risk of injury or in physical danger
- ✓ Sleep close to unsupervised children or adults at risk unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
- ✓ Hit or physically assault children or adults at risk
- ✓ Use physical punishment on children or adults at risk
- ✓ Develop sexual relationships with children or relationships with children or adults at risk that may be deemed exploitative or abusive.

- ✓ Engage in any form of sexual activity or acts, including paying for sexual services or acts, with anyone under the age of 18 or with a vulnerable adult
- ✓ Encourage or condone behaviour on the part of others which constitutes abuse or exploitation of a child or vulnerable adult
- ✓ Behave provocatively or inappropriately with a child or vulnerable adult. Hold, kiss, cuddle or touch a child or vulnerable adult in an inappropriate, unnecessary or culturally insensitive way
- ✓ Seek to make contact, in person, by phone, or electronically, and/or spend time with any child or vulnerable adult that I come into contact with in my role as a representative of my organisation, outside of designated work and activity times of my role
- ✓ Discriminate against any children or adults at risk for any reason or show special favour towards any child or group of children or adults at risk
- ✓ Release or discuss any personal confidential information about suspected or proven abuse or protection cases other than with the relevant persons, including my Islamic Help's Safeguarding Contact/s
- ✓ Use any computer, mobile phone, or video and digital camera to exploit or harass children or adults at risk. I will not access illegal images of children through any medium (see also 'Use of Children's Images' below)
- ✓ Hire children to perform domestic labour or any 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 or any other harm.

Use of Children's Images

When photographing or filming a child/children or vulnerable adult for work purposes, I must:

- ✓ Assess and endeavour to comply with local traditions or restrictions for reproducing personal images
- ✓ Obtain consent from the child/vulnerable adult and a parent/guardian of the child/vulnerable adult. As part of this I must explain how and where the photograph or film will be used. I must follow my organisations guidance on obtaining consent for taking photos of groups of children
- ✓ Ensure photographs or films present children and adults at risk in a dignified and respectful manner, not in a vulnerable or submissive manner. Children

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 children and adults at risk are portrayed as part of their community
- ✓ Ensure file images do not reveal identifying information about a child or vulnerable adult when sending images electronically
- ✓ Ensure there is no identifying information of the child or vulnerable adult used in the publication of images with their location. Ensure all recorded identifying details are stored confidentially
- ✓ Ensure all photographers I am supervising are screened for their suitability, including police checks where appropriate
- ✓ Not post images or details of children or adults at risk associated with Islamic Help's work on personal social media sites.

I understand that the onus is on me, as a person engaged or associated with the Islamic Help, to use common sense and avoid actions or behaviours that could be construed as abuse when engaging in activities or visiting projects of my organisation or other agencies.

I have read Islamic Help's Policy for Safeguarding Children and Vulnerable Adults and this Safeguarding Code of Conduct and discussed its contents with my organisation's Safeguarding Representative.

I am aware that Islamic Help expects me to uphold at all times the standards of behaviour described in the Safeguarding Code of Conduct above.

I also understand that disciplinary measures and/or legal steps will be taken if I am found to be in breach of the Safeguarding Code of Conduct.

(This section on original document includes provisions for name of signatory plus date and, if necessary, any external organisation they work for).