



Patron: The Duke of Richmond and Gordon

Chichester Boys' Club CIO

Code of Conduct and Whistleblowing Policy

Introduction

All trustees, employees, group leaders and volunteers of Chichester Boys' Club must understand and adhere to the terms of this Policy.

The safety and welfare of anyone, particularly young people and vulnerable adults, using facilities provided by or attending groups run by Chichester Boys' Club is paramount.

Code of Behaviour

All trustees, employees, leaders and volunteers understand that:

- They are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Trustees define inappropriate behaviour as Verbal or Physical Aggression, Bullying, Harassment, Discrimination, Sexual Misconduct, Harrassment and Victimisation. Any employee, group leader or trustee in breach of these may result in disciplinary action that may include dismissal.
- They should be aware of all current Policies, any guidelines and undertake approved training as required or directed.
- They should acknowledge that whilst serious, deliberate and invented/malicious allegations are rare, they must be reported and recorded.
- Trustees, employees and leaders should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them.
- They should be aware that criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in a regulated activity.
- They should discuss and/or take advice promptly from the Youth Development Leader or Nominated Trustees if they witness any incident or have acted in a way which may give rise to concern (see Whistleblowing below).
- They should apply the standards regardless of sex, marital status, race, colour, nationality, ethnic origin, faith, religion, disability, age or sexual orientation
- They are expected to adopt exacting standards of personal conduct in order to maintain the confidence and respect of all those with whom and for whom they work.
- Employees should understand they have a responsibility to act in a professional manner and act as positive role models.
- Trustees and Youth Development Leader should continually monitor and review practice to ensure this guidance is followed.

- They should report all allegations, suspicions, or concerns about abuse and not allow it to go unreported.
- They should not give out their personal details to any young person or vulnerable adult or their parent/carer without the agreement of the Trustees.
- They will telephone or email the Youth Development Leader with as much notice as possible in the event that they are unable to attend work. Youth Development Leader will inform Trustees if unable to work due to sickness, injury, emergency etc
- They will store any personal belongings in the Youth Team office, ensuring that any medications are stored out of reach and that no sharp or harmful objects are stored in their bag or coat.
- They must be open honest and transparent about fitness to work and medication taken during their time on the premises which may impact their ability to work directly with members
- The Chichester Boys' Club mobile phone is to be used when photographing events, activities and all members of the club. Personal mobile phones are not permitted to be used for this purpose.
- They should refrain from sending personal communication to young people and vulnerable adults or their parents/carers unless agreed with either Youth Development Leader or Nominated Trustees.
- They should refrain from providing a false or misleading statement, declaration, document, record or claim in respect of Chichester Boys' Club, its volunteers, employees or Trustees
- They should refrain from taking unauthorised property that does not belong to them
- They should refrain from engaging in illegal activity while carrying out the role
- They will maintain a level of confidentiality in relation to personal information and files relating to members of the club (see Confidentiality Policy)
- They do not form a relationship with a young person or vulnerable adult that would be an abuse of trust
- They allow young people and vulnerable adults to talk about any concerns they may have
- They encourage others to challenge any behaviours or attitudes they do not like
- They are aware of the importance of identifying safeguarding issues for the protection of young people and vulnerable adults

Best Practice Approach (Relating To Young People and Vulnerable Adults)

- Treat all children and young people with respect and dignity at all times
- Involve young people in the decisions that affect them wherever possible
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people
- When organising events and meetings for children and young people, or their attendance at events/meetings, the following information/documentation should be requested by Employees and Leaders in relation to each child or young person attending the event/meeting:
 - A Consent Form for all events or specific activities,
 - Contact details for the family/guardians, including emergency contact numbers; information about any special issues, needs or requirements (e.g. medical, health, diet, language assistance)
 - Use a reporting form to record any incidents or concerns
 - If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible, have another worker present.

- Every activity, event or session should be risk assessed to maintain the safety of all involved. When working with a mixed gender group there should be staff/volunteers of both genders to manage all activities.

Introduction to reporting a suspected malpractice (whistleblowing)

This policy applies to any trustee, employee, leader and volunteer of Chichester Boys' Club.

It is the duty of every trustee, employee, leader and volunteer to speak up about genuine concerns in relation to criminal activity, breach of a legal obligation (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment, and the cover up of any of these, in the organisation. It applies whether or not the information is confidential.

Chichester Boys' Club is committed to ensuring that any trustee, employee, leader and volunteer with concerns of this nature will be taken seriously and investigated. A disclosure to Chichester Boys' Club will be protected if they have an honest and reasonable suspicion that the malpractice has occurred, is occurring, or is likely to occur. Trustees, employees, leaders and volunteers who raise concerns reasonably and responsibly will not be penalised in any way.

Procedure

Anyone who has reasonable suspicions of malpractice, should initially take their concerns to the Youth Development Leader. If their concern is related to the Youth Development Leader, they should contact the Chairman of the Trustees.

It is recognised that for some individuals, raising a concern under this procedure may be a daunting and difficult experience. An individual may choose to be accompanied by a colleague at any stage of this procedure. All reported incidents will be investigated. All reports will be dealt with in confidence, with only employees who need to know, being informed.

The Youth Development Leader or Chairman will establish and record the basis of the concerns that have been raised and establish what further actions are required. The individual raising the concern will be advised of the outcome of the investigation as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, they will be informed in writing. The Board of Trustees will be informed of all reported disclosures and the actions being taken. In the case of disclosures on alleged fraud and corruption, the Treasurer and Independent Examiner/Auditor will be informed by the Chairman. If an individual is not satisfied with the response received and any subsequent action taken, they should put their concerns in writing to the Chairman of the Trustees who will arrange any further investigation as he/she thinks appropriate. The Chairman will send a written response to the individual concerned.

Guiding principles

To ensure that this policy is adhered to, and to assure trustees, employees, leaders and volunteers that their concern will be taken seriously, Chichester Boys' Club will:

Not allow the person raising the concern to be victimised for doing so;

Treat victimisation of whistle blowers as a serious matter that may lead to disciplinary action that may include dismissal.

Not attempt to conceal evidence of poor or unacceptable practice;

Take disciplinary action if a trustee, employee, leader and volunteer destroys or conceals evidence of poor or unacceptable practice or misconduct;

Liaise with other organisations (see section below) to whom volunteers report malpractice.

Independent advice and further reading

Further Information for charitable organisations can be found on the Charity Commission's website on:

[Report serious wrongdoing at a charity as a worker or volunteer - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer)

Volunteers who feel unsure about whether, or how, to raise a concern, or want confidential advice, can contact the independent charity Public Concern at Work ([Protect - Speak up stop harm - Whistleblowing Homepage \(protect-advice.org.uk\)](https://protect-advice.org.uk)) on **020 3117 2520** Their lawyers can give free confidential advice on how to raise a concern about serious malpractice within a Charity.

You may feel that it is more appropriate to report a matter to another organisation. Other organisations concerned with standards in the voluntary sector include:

The Charity Commission <https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer>

Health & Safety Executive – contact on-line:

<http://www.hse.gov.uk/contact/index.htm>

NHS Fraud & Corruption Reporting Line – 0800 028 40 60

Public Concern at Work can advise on the circumstances when it is more appropriate to contact an outside body.

Policy Date: 5 February 2025

Review Date: February 2026

Signed by Chairman of the Trustees:

