

Code of Conduct for all Council Staff

It is not practical to provide definitive instructions that would apply to every situation where employees are in contact with children, and that would guarantee the protection of children and our employees.

The Code of Conduct should help to protect both children and employees.

- **Antrim Borough Council employees and volunteers must follow our Child Protection Policy and procedures at all times.**
- **Antrim Borough Council employees and volunteers must never:**
 - Engage in rough, inappropriate games including horseplay with children.
 - Allow, or engage in, inappropriate touching of any kind.
 - *Acceptable touching should be:*
 - *always in response to the child's needs.*
 - *always be appropriate to the child's age and stage of development.*
 - *always be with the child's permission.*
 - Physically restrain a child or young person, unless it is to:
 - *Prevent physical injury to the child, to other children, to visitors or employees, or to yourself.*
 - *Prevent damage to any property.*
 - *Prevent or stop the child or young person committing a criminal offence.*

In all circumstances, physical restraint must be appropriate and reasonable. If not, your action can be defined as assault.

- Take pictures of a child/ children
- Make sexually suggestive comments to, or within earshot of, a child.
- Do things of a personal nature for children that they can do for themselves, or that their parent or the group leader can do for them.
- Allow a child to engage in physical training or activity beyond his/her capability.
- Allow a child to engage in inappropriate behaviour unchallenged.

- Allow a child's allegations to go unrecorded.

3. Employees must not, except in emergencies:

- Have children or young people on their own in a vehicle, unless parents have been notified and caution is exercised.
- Take a child to the toilet unless another adult is present,
- Spend time alone with a child on his or her own – if you find yourself in this situation, make sure that you can be clearly seen by others.

