



## IDEA Code of Behaviour

Although we are not a youth work organisation, we do engage at times with the public and youth organisations and understand that our child safeguarding responsibilities can involve the following type of indirect engagement:

- Young people nominated and supported by an external organisation to represent IDEA at a meeting, event, launch, consultation, forums, serve on a working group etc...

And the possibility of:

- Attendance of young person at an IDEA public event
- Communication with a young person online - via IDEA social media platforms

And

- Supporting youth organisations in the delivery of our Erasmus+ programme, and other future projects

Where IDEA engages a young person directly, for example to speak at an IDEA event, or a consultation meeting with young people, we will ensure that there is a clear line of responsibility either with IDEA directly or via a partner organisation.

This Code of Behaviour applies to **all adults** within IDEA including management, staff, volunteers, students and contractors.

IDEA is committed to prioritising young people's safety and welfare. In order to do this the following Code is in place. This Code is in line with IDEA's values which seek to treat young people with dignity and respect, to promote young people's participation and involvement in issues which affect them.

### General

- We will provide a safe environment and treat all children and young people with dignity, sensitivity and respect.
- We will ensure young people are listened to and their full participation is facilitated.
- We will encourage young people (and adults) to report any concerns of inappropriate behaviour or bullying by young people or adults.

### Parents/Guardians

- We will seek written permission for any young person under the age of eighteen who engages with IDEA directly. This will involve a parental/guardian consent form and a specific written permission for off-site, online or particular activities such as a residential, trip abroad etc.

- We will inform parents/guardians, when appropriate, if there is a concern about their child's welfare or protection.
- We will inform parents/guardians, if there is any accident or incident concerning their child

### **Behaviour**

- We will use positive language and will respect young people
- We will never use offensive, racist, homophobic, inappropriate, sexualised, or any discriminatory language.
- We will challenge unsafe behaviour in a constructive manner and never use disrespectful or threatening language
- We will never engage or encourage sexually provocative games or make suggestive comments.
- We will ensure any physical contact takes place only when it is appropriate, open and acceptable to all persons concerned.
- We will endeavour to ensure that our events are accessible to everyone and make reasonable accommodations to be as inclusive as possible.
- We will never engage in behaviour which could be considered abusive – emotionally, physically or sexually.

### **Online Engagement**

- We will only use official IDEA phone/email/website/social media accounts eg. Facebook, X, Instagram, WhatsApp, email accounts etc.. to contact and engage with young people
- We will not contact or engage or return correspondence with young people via our personal phone numbers/email/social media accounts
- Young people may engage in our workshops online, that are open to the public. If these are open sessions, we may not be able to identify who are under 18. However, we will be mindful of this.

### **Record Keeping**

- We will ensure that for young people with whom we engage with directly and have responsibility for, that we have up to date information and accessible information on any relevant medical details including allergies, dietary requirements, and medical conditions

### **Reporting Concerns**

- We will report any child safeguarding and protection issues or concerns to the DLP (IDEA CEO) and in line with our organisational policy and procedures