

Child Protection **CODE OF CONDUCT** for Staff & Volunteers

It is the **policy** of Green Lane Masjid to **safeguard** the welfare of **all young people** by **protecting them** from **neglect** and from **physical, sexual, and emotional harm**. All **members of staff** and **volunteers** have a duty to **report concerns** or **suspensions** and a right to do so in **confidence** and **free from harassment**.



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CHARACTER & ROLE MODEL

- Do remember that you are a **role model** at all times, **inside** and **outside** of the masjid. Set a **good example** for others to follow.
- Do remember that you have been placed in a **position of trust** - do not abuse this.
- Do act within **appropriate boundaries**, even in difficult circumstances.
- Do **not** rely on your **reputation** or **position** to protect you.
- Do remember that someone **may misinterpret** your actions.
- Do **not** use **inappropriate, suggestive, or threatening language**, whether verbal, written or online.



REPORTING

- Do **report all allegations, suspicions** and concerns **immediately**.
- Do **not trivialize abuse** or let it go unreported.
- Do **report** if you observe children engaging in **bullying behaviour** or other behaviour that may put them at **risk**, you must report it to the **Designated Safeguarding Lead**.
- Do **report** any **concerns** about the **welfare of a child** or if you feel someone is **behaving inappropriately** around children, you have a duty to report your concern to the Designated Safeguarding Lead (DSL).





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OUR CULTURE & ENVIRONMENT

- Do **encourage** an **open** and **transparent culture**, where people can challenge inappropriate attitudes or behaviours.
- Do **create an environment** where young people **feel safe** to voice their concerns.
- Do **plan activities** that involve more than **one other person** being present, or at least within sight and hearing of others (clearly visible through windows and open doors). Do **not** plan to **be alone** with a young person.
- Do **not** allow activities that **encourage bullying** behaviour including initiation ceremonies, dares or forfeits.
- Do **make everyone aware** of our **safeguarding arrangements** and share our Code of Conduct.



CHILD VOLUNTEERS

- Do **obtain parental consent** before allowing a **child/young person** to **volunteer** – completed form to be handed to HR.
- Do **assign an adult Supervisor** who will **accompany** the child/young person at all times while they are **volunteering** (this Supervisor must be DBS checked).
- Do a **Risk Assessment** for the activity – must be carried out and include the **Safeguarding** of the child volunteer.
- Do **remember** they are **children first** and **volunteers second**.





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TREATMENT OF OTHERS

- Do **treat everyone** with **dignity** and **respect** in line with our **Islamic values**.
- Do **treat all young people equally** – do not show favouritism.
- Do **respect** a young person's right to **personal privacy**.



WORKING WITH CHILDREN

- Do **not** join in **physical contact games** with young people.
- Do **prioritise** the **safety** and **wellbeing** of the child.
- Do **not overstep** the **boundaries** between yourself and young people by engaging in **friendships** or **relationships**.
- Do always **act within professional boundaries** - ensure all contact with children is **essential** to the project/activity you are working on. You **must always use GLM equipment** when **interacting with children** as the use of **personal phones** or **cameras** is **not permitted**.
- Do **not** ever **give out** your **personal contact details**, do **not** **'friend'** or **'follow'** children you are working with on social networking sites.
- Do **not assume sole responsibility** for a child and only take on practical caring responsibilities such as taking a child to the toilet in an emergency. If a **child needs care, alert the parents**.
- Do **not** ever **lose sight** of the fact that you are always with children - **behave appropriately** and **use appropriate language**.

