



For us Too Code of Conduct

Code of Conduct

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Trustee Agreement:	
Target audience:	Trustees, Treasurer, Head of Charity and all employees/volunteers
To be read in conjunction with: <ul style="list-style-type: none">• Terms and Conditions of Employment• Bullying and Harassment Policy and Procedure• Equality Diversity & Inclusion Policy• Grievance Policy and Procedure• Disciplinary Policy	



1. Introduction

At For us Too we expect all our employees to conduct themselves in a manner consistent with our policies and procedures and values. This Code of Conduct explains our expectations, action that we will take if they are not followed and how our values should be put into practice every day.

This document forms part of your terms and conditions of employment that you agreed to when signing your terms and conditions of employment.

If you do not follow the practices and procedures set out in this document, it may result in you being managed in line with the Disciplinary Policy which may potentially lead to your dismissal.

If you have any questions relating to this document, please talk to your line manager.

2. Our Mission

Our Mission is to improve the lives of children with disabilities, young people and their families across East Kent.

We work with parents to identify support needs and conduct research for families to put them on the right track to get the services and advice they need.

3. Our Core Values

We listen to our members and provide a safe space where families can be open and honest about their unique circumstances.

We support our families in many ways including in person or remote. This may include signposting, support form completion, providing inclusive social events and helping them to connect to other families in a similar position.

We guide and support our families on their journeys by giving children and their carers the tools to be able to take the next step however big or small.

4. Our Relations

Our Families

Our families and children are at the centre of everything we do. We want to exceed their expectations, building relationships with them based on our core values. We therefore expect



all employees to aim for the highest possible standards by providing a helpful, friendly and efficient standard of care and support to each one of our families and each other.

We should all be aware that how we conduct ourselves reflects on how For Us Too is judged.

Our Employees

At For us Too we believe that our people are our key resource. We want to be an employer of choice and hope that our employees work for us because they share our values.

Each of us have a duty to maintain the trust and confidentiality of our employees and families and we do this by ensuring we always act with integrity, protecting the interests of the Charity.

As employees we require you to: -

- treat all information relating to our families, colleagues and suppliers as confidential, unless the release of this information has been authorised by the Head of Charity or Trustees
- protect, access and process data in accordance with our Data Protection Policy
- observe all of our policies and procedures.
- report any concerns, wrongdoing or criminal activity in relation to our families or other employees in the appropriate way.
- always safeguard the children and young people in our care.
- devote your working time and interests to For Us Too and not use work time to pursue personal interests or activities.
- not pursue personal, political, pressure group or community activity in work time without authorisation from the Head of Charity or Trustees
- not to display or distribute any material promoting personal, political or other interests whilst on duty without the permission of the Head of Charity or Trustees

3. Conflicts of Interest

We expect all our employees to be open and honest about any circumstances that have the potential to be seen as a conflict of interest. To protect the reputation of the Charity, it is important that any personal interests you may have do not improperly influence your actions and decisions.

Our Employees:

- Must never do anything that conflicts with our interests.
- Must never receive any payment that could influence their involvement in a relationship between the Charity and the families we support.



- Must inform the Head of Charity in writing of any potential conflicts of interest and must seek clarification in cases of doubt – conflicts of interest can include directorships, significant shareholdings and employment of family members.
- All attendees, staff and volunteers will respect each other's views and cultures.
- All attendees, staff and volunteers will seek to ensure that everyone has a good time and that all the children have equal access to all the facilities / options on offer.
- All attendees, staff and volunteers will welcome new-comers and old friends alike.
- There will be no swearing or use of bad language.
- No-one will smoke during the event.
- No-one will drink alcohol prior to or during the event.
- Parents / carers, staff and volunteers will not discuss issues of an adult / personal nature within earshot of children or other families.
- Threatening behaviour will not be tolerated. Anyone exhibiting what staff, volunteers or parents / carers feel is threatening behaviour will be taken aside by the event leader and may be asked to leave the premises entirely.
- Parents / carers remain responsible for their children, their children's needs and for their children's behaviour. For us Too staff may ask parents / carers to step in and discipline their children, if necessary, in the interest of mutual respect and enjoyment of the facilities on offer.
- If a child's actions are deemed by staff or volunteers to be dangerous (to themselves or others) and the parent / carer is not nearby or takes no action when requested, staff or volunteers will take appropriate action to ensure the safety of the child and others.

5. Concern about the Behaviour of Others

At For us Too we want to encourage a trusting and supportive environment for all our employees.

If you discover or suspect that a breach of this Code or a criminal activity such as theft or fraud is being committed, is being planned, or has occurred, you have a duty to report it. Please speak to the Head of Charity about this as soon as possible.