



StrongRootzProject Code of Conduct Policy

Policy Date: September 2025

Next Review Date: September 2026

1. Introduction

StrongRootzProject is committed to providing a safe, respectful, and professional environment for all children, staff, mentors, volunteers, and stakeholders. This Code of Conduct sets clear expectations for behaviour, ensuring the safety and wellbeing of everyone involved.

All staff, mentors, and volunteers are expected to read, understand, and adhere to this Code of Conduct at all times.

2. Purpose

- Promote a safe and positive environment for children and young people.
- Maintain high standards of professional behaviour.
- Protect staff, mentors, volunteers, and participants from inappropriate conduct.
- Support compliance with safeguarding legislation, including **KCSIE 2025**.

3. Scope

This policy applies to:

- All staff, mentors, volunteers, and contractors.
- All StrongRootzProject activities, on-site or off-site.
- All communications, including in-person, email, social media, and messaging platforms.

4. Professional Behaviour

All staff, mentors, and volunteers must:

- Treat children, colleagues, and parents/carers with respect, dignity, and fairness.
- Maintain professional boundaries at all times.
- Avoid behaviour that could be perceived as discriminatory, abusive, or exploitative.
- Act as positive role models for children.
- Respect diversity and promote inclusion in all activities.

5. Safeguarding Responsibilities

- Always prioritise the safety and wellbeing of children.
- Report safeguarding concerns immediately to the **Safeguarding Lead**.
- Never engage in physical punishment, humiliating behaviour, or inappropriate language.

- Avoid being alone with a child in a situation where you cannot be observed or monitored.
- Follow all guidance in the **Child Protection and Safeguarding Policy**.

6. Confidentiality

- Maintain confidentiality of personal information about children, families, and staff.
- Share information only with those who need to know for safeguarding or operational reasons.
- Avoid discussing children, families, or colleagues in inappropriate settings or online.

7. Communication

- Use appropriate and professional language at all times.
- Avoid personal or social media communication with children outside the mentoring relationship unless formally approved by the service.
- Do not post images or information about children on social media without written consent.

8. Use of Equipment and Resources

- Use StrongRootzProject equipment, resources, and facilities responsibly.

- Ensure digital devices and online platforms are used safely and in line with the **Online Safety Policy**.
- Report any damage, loss, or malfunction of equipment immediately.

9. Conflict of Interest

- Declare any personal or financial interests that could conflict with professional duties.
- Avoid situations where personal interests compromise professional judgement or integrity.

10. Alcohol, Drugs, and Prohibited Substances

- Consumption of alcohol or drugs during mentoring sessions or work hours is strictly prohibited.
- Reporting to work under the influence of alcohol or drugs is unacceptable.
- Prescription medication must not impair your ability to work safely with children.

11. Disciplinary Action

- Breaches of this Code of Conduct may result in disciplinary action, including:
 - Verbal or written warnings
 - Suspension
 - Termination of employment or volunteer role

- Referral to statutory agencies where required

12. Monitoring and Review

- This policy is reviewed annually or sooner if legislation, guidance, or organisational practices change.
- **Next review date: September 2026**
- All staff, mentors, and volunteers are informed of updates.

Policy Approved By: J Johnston, Founder & Director
Date: September 2025