
Code of Conduct

Spark Ministries (Shkëndijë) takes the protection and welfare of children seriously. All those working with Spark Ministries (Shkëndijë) – in whatever capacity and irrespective of being paid or unpaid, are bound by the conditions of the Safeguarding Policy.

By signing this form, you are agreeing to work within the conditions of this policy, and to the following guidelines for behaviour.

I agree that:

I will be bound by the conditions of the Safeguarding Policy, and that a copy of this has been given to me and explained to me.

Specifically, to ensure the safety of children and young people,

I WILL:

- Participate in any training that is offered to me regarding the safeguarding and protection of children;
- Treat all children and young people equally and with respect, dignity, and sensitivity, in both attitude, language and actions;
- Observe the highest standards of professional behaviour – including the way I behave and respond to partners and community members;
- Uphold, as far as is possible given my role, the principle of the ‘best interest of the child’ considering the needs and well-being of the child before a decision is made which will affect the child;
- Be sure that I get parents’ authorization and seek the maximum involvement of parents/carers;
- Ensure safety by being prepared and assessing the physical surroundings where children will be present;
- Work in an open environment by avoiding private or unobserved situations whenever possible;
- Maintain safe and appropriate physical boundaries with children (for example by not carrying out personal care that children can do for themselves);
- Seek to use alternative/positive methods of disciplining and controlling unruly children;
- Report any concerns – however vague – concerning the welfare of a child or the behaviour of an adult – to the attention of Spark Ministries (Shkëndijë); and,
- Seek guidance and support from Spark Ministries (Shkëndijë) whenever I am unsure about my role, responsibilities or the best way to act.

Specifically, **I WILL NEVER:**

- Be alone with any one child out of sight of others.
- Engage in rough, physical or sexually provocative games, including horseplay with children, or make sexually suggestive comments to/in front of a child, even in fun;
- Allow or engage in any form of inappropriate touching/hugging with a child;

- Use inappropriate language in front of children or allow children to use inappropriate language;
- Make a child the object of a joke or present them in a derogatory light to others;
- Use corporal/physical punishment of any form, nor psychological or emotional forms of discipline;
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Show favouritism towards individual children/groups of children, or develop a relationship with the child outside of the work setting (note where there is already a contact with the child, this should be discussed with Spark Ministries (Shkëndijë)
- Distribute gifts, sweets or money without discussing this in advance.
- Administer medication unless specifically trained and authorised to do so.
- Take images of children which show them with minimal or no clothes, or which might be considered degrading;
- Use images of children or information from interviews for any purposes (social media...) other than that negotiated in advance with Spark Ministries (Shkëndijë), and as agreed with children and their families;
- Ask intrusive and private questions about sensitive matters, unless discussed in advance so appropriate support can be in place;

I understand that any behaviour that discriminates, offends or is violent, or is outside the spirit of the Safeguarding Policy, is unacceptable; and while discovered or reported will result in action being taken. This may include suspension or termination of engagement with Spark Ministries (Shkëndijë) and/or criminal action.

I also declare that:

- I have never been charged for inappropriate behavior with a child and don't have a criminal record which I can prove with evidence penalty.
- I am fully aware of the importance of not withholding any information on any kind of abuse of a child who was under my responsibility has suffered or is suffering. And I know that the person to whom I should report any suspicion verbally first and then using the referral form, is **Rachel Wilson**.
- I agree that it is my responsibility to maintain the confidentiality of all information that has to do with a suspicion, or actual abuse of a child, unless the information is limited to persons who should provide the information in accordance with the requirements of the procedure.

Signed.....

Date.....