



Safeguarding Code of Conduct

For staff, workers, and volunteers

In its simplest form “safeguarding” can be defined as “keeping women and children at risk safe from harm”

At Women in Need we believe that all staff, workers and volunteers share responsibility for safeguarding and promoting the welfare of women and children at risk. The Safeguarding Code of Conduct below sets out what is required.

As a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment. As a volunteer, agency, or other worker it forms part of the agreement for your role. Everyone working at Women in Need, whether in a paid or unpaid role is expected to adhere to this Code and you will be asked to sign and return it as acceptance of your commitment to it. You may also be required to undertake training in safeguarding and discuss this code with your line manager.

The Safeguarding Code of Conduct:

- Makes clear what is required of all staff, workers and volunteers.
- Supports staff, workers and volunteers in meeting their obligations.
- Enables staff, workers and volunteers to raise concerns without fear of recrimination.
- Reduces the risk of misplaced or malicious allegations by clarifying responsibilities.

Staff, workers and volunteers must abide by the following:

- Report any incidents or concerns that cause you to believe that a woman or child at risk is, or is likely to be, at risk of harm. This includes if you suspect that a woman or child at risk may be under the influence of radicalisation or extremism.
- Women in Need will support any staff member, worker or volunteer who raises a legitimate concern about the actions of others.
- Refer to Women in Need’s Whistleblowing procedure if you feel an incident or concern cannot be reported to your manager. **(See India’s Whistleblowers Protection Act 2014)**
- Disclose any criminal record, caution, reprimand, or warning whether received prior to or during the course of your work or volunteering for Women in Need. This requirement is in addition to any other published requirement for disclosure as part of your work or volunteering.
- Inform your manager of any ongoing or past women or child protection investigation(s) that have involved you, including any that you are aware of that relate to your own immediate family or any

person that you are in a significant relationship with e.g. family members, partners, individuals who live in the same household.

- Inform your manager of anyone living in your household or at your address who becomes disqualified from working with women or children e.g. as a result of offences against a child, against an adult e.g. rape, murder, indecent assault, actual bodily harm etc.

It is not permissible (and in some instances may be unlawful) for you to:

- Use your position to intimidate, bully, threaten, discriminate against, coerce, or undermine women, children, volunteers or staff.
- Behave or communicate with women or children in ways which seek to build inappropriate relationships in order to abuse or put them at risk.
- Use a relationship with a service user or their family for personal gain. Gift-giving and the acceptance of presents should only take place in line with Women in Need’s policies and should be agreed with your manager.
- Give special rewards or privileges in an attempt to build inappropriate relationships with women or children.
- Engage in, or attempt to engage in, sexual or inappropriate relationships with women or children, for whatever reason, including the use of suggestive conversations, comments, texting, or emails.
- Possess indecent images of children; this will always be reported to the police regardless of the explanation provided.
- Carry out your duties or volunteering whilst adversely affected by alcohol, solvents, or drugs.
- Encourage or assist others to break the law in any way.

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your work/volunteering for Women in Need. Any breach of the Safeguarding Code of Conduct may result in disciplinary action including dismissal, or the termination of your working agreement or involvement as a volunteer with Women in Need, as appropriate. In certain circumstances, if following investigation breaches of the Code are found, such action will also result in reports to Regulatory bodies, relevant Local Authorities and/or the police, as appropriate.

I confirm that I have read and understood Women in Need’s Safeguarding Code of Conduct and agree to abide by its contents.

Please PRINT name:

Signed & Dated: