

## Silver Lined Horizons Code of Conduct

### Safe Boundaries

1. Workers must not initiate physical contact with young people.
2. Workers must use their professional judgement when responding to initiation of physical contact from a young person, but in general must try to avoid this.
3. Workers must use their professional judgement if offered a gift from a young person. A one-off gift of low value such as a box of chocolates may typically be accepted and must be declared to the workers line manager.

### Communication

1. Workers should never give their home address to a young person.
2. Workers should not privately message any young person known to them through their work at SLH through any digital platform.
3. Workers should not on their private Facebook 'friend' or accept a 'Friend request' from any young person known to them through their work at SLH.

### Reporting and recording

1. Workers must log any concerns on a Concern Recording Form and return to [natasha@silverlinedhorizons.com](mailto:natasha@silverlinedhorizons.com) at the earliest opportunity.
2. Workers must respond to any disclosure by a young person in line with the SLH safeguarding policy and complete the Incident Reporting Form in line with the policy.
3. Workers must at all times follow SLH protocols on confidentiality.
4. Workers must at all times follow SLH guidelines regarding the processing of data related to young people.

### Role modelling

1. Workers should at all time remember they are role models to the young people they engage with through their work with SLH and adopt appropriate behaviours.
2. Workers should not smoke in front or with a young person.
3. Workers should not disclose personal details or stories that would undermine their status as a safe, responsible adult.

### Approach

Workers are expected at all times to adopt a participatory approach to working with young people and this means:

1. The experience of the young person is the core consideration in all that we do.
2. Every young person who engages with SLH online or face to face receives a friendly and helpful response.
3. Workers are open with young people, clearly explaining reasons for the decisions they make, sharing information where appropriate.

(Last reviewed January 2018)