



Code of Conduct

Our aim is to create a safe, respectful, and supportive environment for everyone, especially the young people, and adults we support. This Code of Conduct applies to all staff, volunteers, and associates.

Our Core Principles

1. **Safety First** – The wellbeing of all who use our services will always come before anything else.
2. **Respect & Dignity** – Treat everyone fairly, equally, and with kindness.
3. **Professional Boundaries** – Keep relationships appropriate at all times.
4. **Openness & Accountability** – Be open in your work and keep others informed.

What You Must Do

- Always act as a positive role model.
- Treat everyone with respect and without favouritism.
- Plan activities so you are not alone with a young person, stay in sight or hearing of others.
- Follow safeguarding procedures if you suspect harm, abuse, or risk.
- Keep personal information private and respect confidentiality.
- Encourage all to speak up if they are worried.
- Report any concerns, incidents, or allegations immediately.
- Use safe adult-to-young person ratios in all activities.
- Gain consent of young person and parent/guardian if undertaking a project away from the usual meeting place of the group or an activity that involves the transportation of young people.
- Stay professional when responding to sensitive issues (bullying, bereavement, abuse).

What You Must Not Do

- Never ignore or trivialise abuse or safeguarding concerns.
- Never form inappropriate relationships with young people, or vulnerable adults.
- Never invade privacy (toileting, showering, changing, dressing).
- Never use offensive, sexual, or discriminatory language.
- Never allow bullying, scapegoating, or ridicule.

Policy Owner: *Pippa Simou/The Add-Vantage*

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- Never misuse alcohol or substances while working.
- Never keep concerns or allegations to yourself always report

Good Practice Reminders

- Involve young people in decisions that affect them.
- Maintain appropriate distance and boundaries.
- Gain consent and explain clearly if physical contact is unavoidable (e.g. in an emergency).
- Ensure risk assessments are completed for all activities.

If Something Happens

Report immediately if:

- A child or young person is hurt or distressed.
- Your actions are misinterpreted.
- Someone raises an allegation against you or a colleague.

Final Word

By working or volunteering with ADD-Vantage, you agree to follow this Code of Conduct at all times. It protects children, young people, vulnerable adults and it protects you.

The Designated Safeguarding Lead for The ADD-Vantage ADHD Support Services is: **Pippa Simou**

Policy Monitoring

The Add-Vantage commits to reviewing this Policy is on a three - yearly cycle.

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