



In Touch/ Kids United

Code Of Conduct

Reviewed on: 12/11/2024

A handwritten signature in black ink that reads 'C Gluck'.

C Gluck
Trustee

A handwritten signature in black ink that reads 'R. Schapira'.

R Schapira
Administrator

Trustees

It is the responsibility of management committee members or trustees to:

- Act within the governing document and the law – being aware of the contents of the organisation’s constitution and the law as it applies to In Touch/ Kids United.
- Act in the best interest of In Touch/ Kids United as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing In Touch/ Kids United into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for In Touch/ Kids United, its board and the individuals involved with it.
- Have a sound and up-to-date knowledge of In Touch/ Kids United and its environment – understanding how In Touch/ Kids United works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – considering other ways of engaging with the organisation if regularly unable to attend trustee meetings.
- Prepare fully for meetings and all work for In Touch/ Kids United – reading papers, querying anything you don’t understand and thinking through issues in good time before meetings.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence. Trustees are expected to honour the content and spirit of this code.

Staff and Volunteers

Staff and Volunteers are expected to:

- Implement safeguarding policies and procedures
- Report any concerns about or allegations of abuse or poor practice to the welfare officer
- Listen to any concerns members might have
- Consider behaviours and act in an appropriate manner
- Act in the best interest of In Touch/ Kids United as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing In Touch/ Kids United into disrepute.

- Respect confidentiality – understanding what confidentiality means in practice for In Touch/ Kids United, its board and the individuals involved with it.
- Keep members safe by supervising appropriately and putting their safety first
- Ensure appropriate staffing ratio of adults to children before an event begins
- Make our organisation a friendly and welcoming place to be

Continued issues and repeated breach of this code may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from the organisation.