

CITAD'S SAFEGUARDING CODE OF CONDUCT

Introduction

In keeping with its vision, mission, and values, CITAD is committed to maintaining the highest degree of conduct amongst all its staff and partners. To help increase understanding, this Code of Conduct details CITAD's expectations of employees in key areas.

Scope and purpose

This Safeguarding Code of Conduct applies to anyone working with or for CITAD. This includes staff, trustees, contractors, partner staff, consultants, volunteers, and interns. The purpose of this Safeguarding Code of Conduct is to set out the behaviour expected of all staff, ensuring that everyone is aware of their responsibilities, thereby providing assurance to all about CITAD's commitment to promoting a safe environment for children and adults. This Code of Conduct sits alongside the Safeguarding Policy and other procedural documents that make up the Safeguarding Framework. The Safeguarding Code of Conduct is always applicable. Breaches of the Code of Conduct may be grounds for disciplinary action up to and including dismissal.

Organizational Values

The values of CITAD underpin everything we say and do, how we work with people, behave towards them, and communicate with them. Here is a brief description of what each value means to us.

1. Responsibility:

"Our belief in what we do translates into a deep and long-term commitment to people we work with and the places where we work. We tackle challenges and take responsibility with openness and honesty to bring about positive change."

2. Responsiveness:

"Our dedication to being responsive means we actively listen and promptly address the needs and concerns of those we serve. We adapt quickly to changing circumstances, ensuring timely and effective solutions to foster positive outcomes."

3. Integrity:

"Integrity is at the heart of our work. We uphold the highest ethical standards in all our actions, demonstrating honesty and fairness in every decision we make. Our commitment to doing what is right builds trust and credibility with our partners and communities."

4. Transparency:

"We believe in transparency as a cornerstone of our operations. We are open and clear about our processes, decisions, and results, fostering an environment of trust and collaboration. By sharing information freely, we empower those we work with to be informed and engaged."

5. Accountability:

"Accountability drives us to take full responsibility for our actions and their outcomes. We are committed to delivering on our promises and measuring our impact. By holding ourselves accountable, we ensure that we meet the highest standards of performance and integrity."

6. Reliability:

"Reliability is key to our success and the trust we build with our stakeholders. We consistently deliver high-quality results and maintain dependable relationships. Our steadfast commitment to being a reliable partner ensures that we can be counted on to support and achieve our shared goals."

Safeguarding Code of Conduct Standards

As a CITAD employee, you must uphold the integrity and reputation of CITAD by ensuring that your professional and personal conduct is consistent with CITAD's values and standards. In doing so, you must:

Always:

- Treat all people equally and fairly with respect and dignity.
- When working in an international context or travelling internationally on behalf of CITAD, be observant of local laws and respectful of local customs.
- Ensure that your conduct, (both at work and outside of work), does not bring CITAD into disrepute or undermine your ability to undertake the role for which you are employed.
- Listen to and respect children and adults, empower them and, where appropriate, allow them to participate in planning and delivering activities as much as possible.
- As far as possible, be visible and accessible when working with children and adults.
- Dress appropriately at work and in any situations in which you are representing CITAD.
- Be aware of situations which may present risks for children and adults and take appropriate action to control and mitigate any risk of abuse or harm.
- Exercise due care always.
- Hold yourself accountable for your behaviour and appropriately challenge or report behaviour in others which contributes to poor practice.
- Report any concerns you may have about the protection or wellbeing of a child/children or adults at risk to CITAD's Safeguarding Focal Point
- Handle information relating to incidents confidentially and share information with only those who need to be informed in accordance with this guidance. This is necessary to protect the privacy of those involved.
- Ensure that email communications are always sent and responded to via CITAD business email accounts.
- Behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of yourself and others at work, at beneficiary organizations and in the community.

Never:

- Hit or otherwise physically assault or abuse children or adults.
- Behave in a way meant to shame, humiliate, belittle, or degrade anyone.
- Show differential treatment or favour to children or adults to the exclusion of others.
- Never use language or make suggestions open to being misconstrued as inappropriate, offensive, or abusive.
- Spend time alone with a beneficiary / customer child or adult at risk away from others.
- Engage in abusive or exploitative activity or behaviour.
- Engage in sexual activity with a child (persons under the age of 18). Mistaken belief in the age of a child is not a defense.
- Pay for sexual services of any kind at any time with anyone under the age of 18 years old, even if the age of sexual consent is below 18.
- Exchange money, employment, goods or services for sexual favours or other forms of degrading exploitative behaviour.
- Engage in any exploitative activities for personal or commercial gain with children or adults, including child labour or human trafficking activities.

- Expose children or adults to pornographic/indecent materials of any form.
- Permit or encourage children or adults to take part in activities that are illegal, unsafe, or abusive.
- Take or condone the taking of illegal drugs.
- Work while under the influence of alcohol or illegal drugs.
- Sleep in the same room as a child or vulnerable adult who is a CITAD beneficiary or service user.
- Invite or allow a child you have met through work into your home.
- Enter a child's home without invitation and without the agreement of the project manager as to the purpose, or without another member of staff present.
- Enter the home of an adult beneficiary without agreement of project management as to the purpose of your visit.
- Encourage children or adults to communicate privately with you using personal email accounts, social networking sites, mobile phones, or other means of communication.
- Use CITAD's equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism.
- Use CITAD's IT equipment to view, download, create, share, or save in any format, inappropriate or abusive material including but not limited to indecent images of children and or adults.
- Take photos of children or adults participating in CITAD's activities without obtaining prior consent. Written parental consent or consent from a child's legal guardian is always required prior to taking and using photographs, and audio or video materials.
- Allow allegations or disclosures of abuse to go unreported.
- Divulge confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.
- Agree to keep secret information relating to abuse or exploitation of a child or adult.

The overall principle is that staff should avoid any actions or behaviours that may be perceived as inappropriate or abusive. Any staff found wanting would be liable to actions as stated in CITAD's Safeguarding Policy.

Name and Signature of staff:

Position held:

Date:

In accepting employment with the CITAD, I undertake to discharge my duties in accordance with the requirements of this Code of Conduct which I have read and understood.