



# LSx

London Sustainability Exchange

## London Sustainability Exchange Code of Behaviour

Supported by:



Partners:



MAYOR OF LONDON



### **You must not :-**

1. Staff and volunteers should not spend excessive amounts of time alone with children and vulnerable adults, away from others. Meetings with individual children and vulnerable adults should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff or volunteers should be aware of the meeting.

2. Staff and volunteers are advised not to make unnecessary physical contact with children and vulnerable adults. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child or vulnerable adult.

3. It is not good practice to take children and vulnerable adults alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the person in charge of the LSx event.

4. Staff and volunteers should not meet children and vulnerable adults outside of organised activities, unless it is with the knowledge and consent of the parents and the person in charge of the LSx event.

5. Staff and volunteers should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.

6. Staff and volunteers should never (even in fun) –

- Initiate or engage in sexually provocative conversations or activity.
- Allow the use of inappropriate language to go unchallenged.
- Do things of a personal nature for children and vulnerable adults that they can do themselves.
- Allow any allegations made by a child or vulnerable adult go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
- Make promises to keep any disclosure confidential from relevant authorities.

7. Staff or volunteers should not show favouritism to any one person, nor should they issue or threaten any form of physical punishment.

**You must :-**

8. Staff and volunteers must respect children and vulnerable adults's rights to privacy and encourage children and vulnerable adults and adults to feel comfortable enough to report attitudes or behaviour they do not like.

9. Staff and volunteers at LSx events will be expected to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation. All pre-existing relationships between staff/volunteers and/or participants of any LSx event must be declared.

10. Staff and volunteers must refrain from consuming alcohol for a period of at least 12 hours prior to assuming responsibility for any child or children and vulnerable adults; or if they have been identified as a duty officer for any period of time.

11. All staff and volunteers should be aware of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the designated persons.

12. If a member of staff or volunteer finds himself or herself the subject of inappropriate affection or attention from a child or vulnerable adult, they should make others aware of this.

13. If a member of staff or volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another staff member or volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation, they should report this to a designated person.