



Autism Friendly Fleet

Safeguarding Code of Conduct for Trustees Volunteers

Introduction

In keeping with its vision and values, Autism Friendly Fleet is committed to maintaining the highest degree of ethical conduct amongst all its volunteers and associates. To help increase understanding, this Code of Conduct details Autism Friendly Fleet's expectations of Volunteers in all areas.

Scope and purpose

This Code of Conduct applies to all Volunteers and associates used by Autism Friendly Fleet.

The purpose of this Code of Conduct is to set out the conduct expected of Autism Friendly Fleet trustees and volunteers. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action.

Autism Friendly Fleet staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Mission and values

The promotion of social inclusion among children and adults who are diagnosed with Autistic Spectrum Disorder (ASD) and their associated conditions and their families and carers in Fleet in North East Hampshire and surrounding areas who are socially excluded from society, or parts of society, as a result of being autistic by:

1. providing education and information to businesses, local government, healthcare providers, schools, leisure and recreation providers and voluntary organisations in matters related to ASD.
2. raising public awareness of the issues affecting the children and adults and their families and carers as described above, both generally and in relation to their social exclusion.
3. providing forums, advocacy and signposting services for the children and adults and their families and carers as described above.

Code of Conduct Standards

As an Autism Friendly Fleet Trustee/Volunteer (delete as appropriate) I will:

Uphold the integrity and reputation of Autism Friendly Fleet by ensuring that my professional and personal conduct is consistent with Autism Friendly Fleet's values and standards

- I will treat all people fairly with respect and dignity
- I will seek to ensure that my conduct does not bring Autism Friendly Fleet into disrepute and does not impact on or undermine my ability to undertake the role.
- I will not work under the influence of alcohol or use, or be in possession of, illegal substances on Autism Friendly Fleet premises or accommodation

Not engage in abusive or exploitative conduct

- I will not engage in sexual activity with children (persons under the age of 18). Mistaken belief in the age of a child is not a defence
- I will not exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance
- I will not engage in sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- I will not physically assault a child or vulnerable adult
- I will not emotionally or psychologically abuse a child or vulnerable adult

Ensure the safety, health and welfare of all Autism Friendly Fleet trustees, volunteers and associated personnel (partners, suppliers and contractors)

- I will adhere to all legal and organisational health and safety requirements in force at my location of work
- I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

Be responsible for the use of information, assets and resources to which I have access by reason of my engagement with Autism Friendly Fleet

- I will ensure that I use Autism Friendly Fleet assets and resources entrusted to me in a responsible manner and will account for all money and property
- I will not use Autism Friendly Fleet IT 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
- I will not use Autism Friendly Fleet IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of Autism Friendly Fleet
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within Autism Friendly Fleet, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
- I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party
- I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered to me as a result of my engagement with Autism Friendly Fleet

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Complaints and reports

Autism Friendly Fleet trustees and staff are obligated to bring to the attention of the nominated trustee any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code.

Volunteers who have a complaint or concern relating to breach of the Code should report it immediately to the nominated trustee. If the staff member does not feel comfortable reporting to the nominated trustee (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other trustee.

Trustees receiving reports or concerns are obliged to action or refer the report immediately as per the Autism Friendly Fleet Complaints Policy and procedures

Related policies

Complaints policy and procedures

Health and Safety policy

Safeguarding policy

I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Signature:

Date: