**Purpose**

This Code of Conduct was written in consultation with young people. It aims to make sure everyone who participates in Class Of Your Own’s programmes knows what is expected of them and feels safe, respected and valued.

Class Of Your Own has a responsibility to ensure that everyone taking part in our programmes has seen, understood and agreed to follow the Code of Conduct and that they understand the consequences of inappropriate behaviour.

We expect young people to display appropriate behaviour at all times. This includes behaviour that takes place both in the workplace and online.

**Basic principles**

This Code of Conduct aims to:

* identify acceptable and unacceptable behaviour
* encourage cooperation, honesty, fairness and respect
* create an environment where your self-esteem, self-respect and self-confidence will grow
* encourage you to recognise and respect the rights of others
* encourage you to take responsibility for your own behaviour
* help resolve conflicts and make it clear what will happen if you decide not to follow the code.

You should:

* cooperate with others
* be friendly
* listen to others
* be helpful
* have good manners
* treat everyone with respect
* take responsibility for your own behaviour
* talk to your lead mentors about anything that worries or concerns you
* follow this code of behaviour and other rules (including the law)
* join in and have fun!

You shouldn’t:

* be disrespectful to anyone else
* bully other people (online or offline)
* behave in a way that could be intimidating
* be abusive towards anyone.

[Please print a copy of these dos and don’ts and ensure they are visible at all times].

**Use of social media**

**When taking part in our programmes, you should:**

* keep your private profile protected
* ensure that anything you post in the public domain is sensible
* think before you post. Consider how your school, parents, carers – or your future employer – might react. Remember, social media stays with you and represents you!
* encourage good social-media to your peers
* think before you post photographs of yourself and others in your group. Do you have their permission and is your photograph appropriate?
* protect your passwords and other security
* set your profile to private or allow only ‘invited’ or those ‘approved’ into your network
* ask friends and family not to ‘tag’ you in ways that may compromise your position
* tell your lead mentor, school, parents or carers if anything concerns you.

**Minor or first-time incident**

If you behave in a way that doesn’t follow our Code of Conduct, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

**Formal warning**

If you continue not to follow the Code of Conduct after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your school, parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We may also decide that a sanction is appropriate such as restricting you from taking part in some activities.

**Final warning**

If the support we have put in place isn’t helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and we’ll inform your school, parents or carers as appropriate. At this point, we may need to remove you from the programme in order that others are not disrupted.

**Child Protection procedures**

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be in need of protection, or that you may present a risk of harm to other young people, they will follow procedures according to our Child Protection policy, a copy of which can be made available.

**The role of schools, parents and carers**

We see schools, parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate. We will always inform and involve your school, parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.