



**The Boys' Brigade & Girls' Association
Republic of Ireland Region**

Code of Behaviour for Leaders and Employees

The code of behaviour for leaders and employees has been categorised under five headings:

- **Child-Centred Approach;**
- **Best Practice;**
- **Inappropriate Behaviour;**
- **Physical Contact;**
- **Health & Safety.**

Child-Centred Approach

- Treat all children equally, treat all children as individuals;
- Listen to and respect children;
- Involve children in decision making, as appropriate;
- Provide encouragement, support and praise (regardless of ability);
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive criticism when needed;
- Respect a child's personal space;
- Encourage feedback from group;
- Use age-appropriate teaching aids and materials;
- Be aware of a child's other commitments when scheduling activities e.g. school or exams;
- Be cognisant of a child's limitations, due to a medical condition for example;
- Create an atmosphere of trust;
- Respect differences of ability, culture, race.

Best Practice

- Ensure that a joining form is completed for every child on joining a Company and an Annual Information Form is completed for every child in the Company on an annual basis and that attendance records are maintained;
- Ensure that parental consents are received for use of photographs and contacting members directly by mobile phone. Parent's/guardian's wishes must be respected;
- Make parents/guardians and children aware of the Child Safeguarding Policy;
- Ensure that employees and leaders are familiar with the evacuation procedures for any premises in which they are working.
- Be inclusive of children with special needs;
- Plan and be sufficiently prepared, both mentally and physically;

- Report any concerns to the Regional Safeguarding Panel and follow reporting procedures;
- Report to the Regional Safeguarding Panel any concerns that they may have about a fellow employee or leader's practice which may cause harm to a child or the reputation of the organisation and complete an incident form;
- Ensure all leaders are familiar with the BB Anti-Bullying which provides information on how to deal with bullying. Encourage children to report any bullying, concerns or worries;
- Observe appropriate dress and behaviour;
- Evaluate work practices on a regular basis;
- Report and record any incidents and accidents;
- Keep parents/guardians informed of any issues that concern their children;
- Ensure proper supervision based on supervision ratios outlined in the Child Safeguarding Policy and ensure that two leaders are present at the start and end of a session.
- Avoid, if at all possible, giving a lift to a child and if you do then make sure that parents/guardians have given prior consent;
- Maintain awareness around language and comments made. If a leader thinks that something they said may have caused offence or upset, then try to address it in a sensitive manner.

Inappropriate Behaviour

- Avoid spending excessive amounts of time alone with a child;
- Don't use or allow offensive or sexually suggestive physical and/or verbal language;
- Don't single out a particular child for unfair favouritism, criticism, ridicule or unwelcome focus or attention;
- Don't allow/engage in inappropriate touching of any form;
- Don't hit or physically chastise children;
- Don't socialise inappropriately with children e.g. outside of structured organisational activities.

Physical Contact

- Seek consent of child in relation to physical contact (except in an emergency or dangerous situation);
- Avoid horseplay or inappropriate touch.

Health and Safety

- Don't leave children unattended or unsupervised;
- Provide a safe environment;
- Be aware of accident and incident procedures and follow accordingly.