

## GUIDANCE 3

### CODE OF BEHAVIOUR FOR ADULTS

#### IT IS IMPORTANT FOR ALL PERSONNEL TO

1. Treat all children, young people and vulnerable adults with respect and dignity.
2. Treat all children, young people, and vulnerable adults equally.
3. Model positive, appropriate behaviour to all children, young people, and vulnerable adults with whom we come into contact.
4. Be aware of the child protection and child safeguarding policy of the Franciscan Province of Ireland.
5. Challenge and report abusive and potentially abusive behaviour.
6. Develop a culture of openness, honesty, and safety.
7. Develop a culture where children, young people and vulnerable adults have permission to tell and to talk about concerns or worries that they may have.
8. Respect each child's, young person's, and vulnerable adult's boundaries, and support them to develop their own understanding and sense of their rights.
9. Be aware of their responsibility for the safety of all children, young people, and vulnerable adults in their care.
10. Work in open environments.
11. Help children, young people, and vulnerable adults to know what they can do if they have a problem.

#### ADULTS MUST

1. Treat children, young people and vulnerable adults in a manner that fully respects their dignity and rights.
2. Provide an example of good conduct at all times.
3. Respect each child, young person, and vulnerable adult's boundaries, avoiding unnecessary physical contact.
4. Help children, young people and vulnerable adults develop an awareness and understanding of their own right to protection and a respect for the rights of others.
5. Encourage positive behaviour in children, young people, and vulnerable adults.
6. Avoid spending time alone with a child, young person, or vulnerable adult. Should circumstances arise where this is unavoidable, inform another responsible adult and keep a note of what took place and why.
7. Provide children, young people, and vulnerable adults with information on how, and from whom, they can seek help if they have a concern.
8. Be visible to others if working alone with a child, young person, or a vulnerable adult.
9. Challenge and report behaviour that is abusive or potentially abusive.
10. Develop a culture where children, young people or vulnerable adults are encouraged to talk openly about their contacts with staff and others.
11. Unless there are at least two adults present, avoid permitting children, young people, or vulnerable adults to work and/or remain on Franciscan property.

#### ADULTS MUST NEVER

1. Hit or otherwise physically assault or abuse children, young people, and vulnerable adults.
2. Develop sexual relationships with children, young people, and vulnerable adults.
3. Develop relationships with children, young people and vulnerable adults that could in any way be deemed exploitative or abusive.
4. Act in any way that may be abusive or may place a child, young person, or vulnerable adult at risk of abuse.
5. Use language, make suggestions, or offer advice that is inappropriate, offensive or abusive.
6. Do things for a child, young person, or vulnerable adult of a personal nature that they can do themselves.
7. Condone or participate in behaviour that is illegal, unsafe, or abusive.
8. Act in any way that is intended to intimidate shame, humiliate, belittle, or degrade.
9. Engage in discriminatory behaviour or language in relation to race culture, age, gender, disability, religion, sexual orientation, or political views.
10. Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children or young people.
11. Offer alcohol, tobacco, or non prescriptive drugs to minors.

**ADULTS MUST NEVER AND IN GENERAL, IT IS INAPPROPRIATE TO**

1. Take children away or to your own home, especially where they will be alone with you.
2. Involve children in one-to-one contact: – activities should be supervised by at least two adults. However, there may be two circumstances where one-to-one contact may occur.
  - a) In a reactive situation, for example when a young person requests a one-to-one meeting without warning, or where a young person has had to be removed from a group as part of a code of behaviour
  - b) As part of a planned structured piece of work, for example one-to-one music tuition.

Any Franciscan, staff member, volunteer or lay person who becomes aware of a breach of this Code of Conduct should bring the matter to the immediate attention of:

**Designated Liaison Person**

Franciscan Province of Ireland  
4 Merchants' Quay  
Dublin 8  
D08 XY19

**Mobile Number: 085 800 5685**

**Deputy Designated Liaison Person**

Franciscan Province of Ireland  
4 Merchants' Quay  
Dublin 8  
D08 XY19

**Phone Number: (01) 6742500**

and/or

**Minister Provincial**

Franciscan Province of Ireland  
4 Merchants' Quay  
Dublin 8  
D08 XY19

**Phone Number: (01) 6742500**