



Team Code of Conduct

The aim of our **Team Code of Conduct** is to provide clear guidance about the behaviours and actions we expect from staff and freelancers in order not to place children or adults at risk of harm or of allegation of harm.

It also aims to help camp staff working with children understand their role and responsibilities, as well as work safely and responsibly:

- For the protection and benefit of the children and young people in their care
- For their own protection, minimising misplaced or malicious allegations
- To better understand their own standards and practice

A position of Trust

As a result of your knowledge and position, as well as the authority invested in your role, you are put in a position of trust in relation to the children and young people in your care at The Hive. A relationship between a member of staff and a child can never be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and **all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.**

You should bear in mind that it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18, even if, in the case of those over 16, the relationship is consensual.

You need to ensure that your behaviour does not inadvertently lay you open to allegations of abuse. You need to treat all children with respect and try, as far as possible, not to be alone with a young person. Where this is not possible, it is good practice to ensure that others are within earshot, and if there are no windows in the door, the door should be left open.



Where possible, a gap or barrier should be always maintained between adult and child. Any physical contact should be the minimum required for care, instruction or restraint.

Communication with Children and Families

You should never give your personal mobile phone number or email address to children or their families, nor should you communicate with them by text message, personal email or personal social media sites. All communication with children and their families must be conducted via The Hive's HQ team or via the Camp Phone during camp hours.

Physical Contact with Children

There are occasions when it is appropriate for you to have physical contact with children, but it is crucial that you only do so in ways appropriate to your professional role. You should not have unnecessary physical contact with children and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by children or onlookers. A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible and the DSL (Designated Safeguarding Lead) informed.

Training

The Hive will provide you with training ahead of your role. This will include a mixture of live training, videos and documents. It is your responsibility to ensure all training documents and videos are watched, read and understood ahead of the commencement of work.

Positive Handling

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on themselves or on another, and then only as a last resort when all efforts to defuse the situation have failed. Another member of staff should, if possible, be present to act as a witness.



All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL who will decide what to do next.

Parents and carers should be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Activities Requiring Physical Contact

Where activities or procedures need to be demonstrated, you should use extreme caution if the demonstration involves contact with children and, wherever possible, contact should be avoided.

We acknowledge that you will, on occasions, have to initiate physical contact with children so you can perform a task safely, to demonstrate the use of a piece of equipment, or to administer first aid. **This should always be done with the child's agreement.** Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. You should always remain sensitive to any discomfort expressed verbally or nonverbally by the child.

Transporting Children

It is inadvisable for a facilitator to give a lift in a car to a child alone. Wherever possible and practicable, transport should be undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.

If there are exceptional circumstances that make unaccompanied transportation of children unavoidable, the journey should be made known to the DSL immediately, who will notify the parents/carers.

Confidentiality

You should never give absolute guarantees of confidentiality to children or adults wishing to tell you about something serious.



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You should guarantee only that you will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken and that you will not tell anyone who does not have a clear need to know.

You will also take whatever steps you can to protect the informing child or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Equal Treatment

We are committed to equal treatment for all children regardless of gender, sexual orientation, race, disability, religion or belief. We keep a record of incidents that go against this policy.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each child.

Harmful and Abusive Behaviours (Bullying)

We do not tolerate harmful and abusive behaviour, harassment, victimisation and discrimination against children, their families or other members of staff.

We treat all our children and their families fairly and with consideration and we expect them to reciprocate towards each other and our teams. Any kind of abusive behaviour is unacceptable, and The Hive keeps a record of any incidents.

Respecting Colleagues

You are expected to treat your fellow team members with respect and kindness. This includes both camp teams and The Hive HQ team. We also expect you to be proactive to support your camp team and fellow facilitators.



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The Conduct we Expect at all times

Attendance and Timekeeping

Should you need to be absent or expect to be late for any reason, you must get in touch with The Hive HQ team in advance as soon as possible.

Smoking and Vaping

To promote a healthy and pleasant working environment and because of the fire risk, smoking and vaping are not allowed anywhere on The Hive sites. Non-respect could lead to dismissal.

Alcohol and Illegal Drugs

Consumption of illegal drugs is not permitted on site. Consumption of alcohol is not permitted on site save at the end of camp drinks or where otherwise agreed when modest amounts of alcohol may be consumed.

Your conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties. Non-respect will lead to immediate dismissal.

Security

You must not remove any Hive documents from our sites nor take any photographs with your personal devices. The Hive reserves the right to search the outer clothing, bags, and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

Personal Appearance

The Hive is a childcare setting and you are therefore not permitted to wear clothing that features references, or images relating, to sex, drugs, smoking, alcohol or profanity. Appropriate clothing for outdoor activities should be worn, including closed toe shoes.



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Mobility and Flexibility

Due to the nature of The Hive missions, you should be prepared to transfer upon request within missions, either temporarily or permanently, to undertake work of a different nature, providing that it is reasonable and safe to do so and that you are adequately trained.

Ratios and Supervision

We expect you to adhere to The Hive's policy regarding ratios and supervision of children at all times. It is the Camp Director's responsibility to ensure all break, lunch and extended care sessions are sufficiently supervised (1:20), with support from The Hive's Staff Rota. The rota will be provided to you ahead of time.

It is your responsibility, with support from your Camp Director, to ensure all activities are sufficiently supervised as follows:

- All general mission activities - 1:12
- All activities involving use of the internet, whittling and knife work, fire lighting and kelly kettle use, use of hammers and screwdrivers, use of glue guns, stanley knives and soldering irons, and cooking on a stove (Bushcraft or electric) - 1:4
- All activities involving use of billhooks, saws and drills - 1:2

Respect our Host Schools

You are expected to respect the grounds, classrooms and halls that are provided to us by host schools **at all times**. You are expected to do this by:

- Using provided groundsheets and tarps to cover floors and tables when arts, crafting or making activities are conducted indoors.
- Only conducting fire lighting, shelter building and wood-working activities in designated outdoor spaces (to be agreed with your Camp Director on the first day of camp)
- Collecting all rubbish and Hive equipment from outdoor spaces at the end of each day.
- Only using equipment and kit owned by The Hive. If you are unsure if an item belongs to The Hive, or the host school, please check with your Camp Director or contact The Hive HQ team.



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Respect The Hive Equipment

You are expected to respect the equipment provided by The Hive at all times. This includes ensuring that:

- All equipment is treated with care
- No equipment is left unattended at any time
- No equipment is left outside at the end of each day (excluding shelters, where agreed in advance with the HQ team)
- No equipment is left outside in the rain
- All equipment is cleaned and placed back into the correct boxes at the end of camp
- All technology is maintained and placed on charge at the end of each day
- You only use kit and equipment intended for your mission

You may be asked to replace items that are damaged or lost in your care.

Acceptable Use of Technology

You are not permitted to use your personal devices whilst supervising children. This includes during missions, break or lunch times and extended care. **The Hive reserves the right to terminate your contract of employment if you are found to be using your personal device whilst supervising.**

Photographs of children or activities can only be taken on The Hive equipment. You are not allowed to use any photo outside The Hive. **No photos must be taken on your personal electronic devices at any time. This includes pictures taken of children, staff members, The Hive's equipment or The Hive's settings.**

Photography and videos of children and staff may sometimes be taken by the HQ team for internal and external promotional use. We may also use external photographers / video for professional shots and videos under the direction of the HQ team. Please let us know if you do not want to feature.



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Safer Recruitment

The Hive is committed to safer recruitment processes. As a result, you will be subject to the necessary statutory child protection checks before starting work with us.

This may include right to work checks, additional overseas checks (if necessary), verifying your identity, taking up references and checking your work history.

We will also require an enhanced DBS check with 'barred list' information. We will always seek to obtain a DBS certificate from yourself before we offer you a job. Alternatively, if you have subscribed to it and give your permission, The Hive may undertake an online update check through the DBS Update Service.