

Code of Conduct for Young People

This Code of the Conduct is for all young people representing the British Youth Council, whether it's as a volunteer, a participant or attending an event.

Why we have a Code of Conduct:

- To make sure all British Youth Council activities and events are safe and inclusive for young people, British Youth Council staff and others who may be there.
- So it is clear how we expect you to behave and how you can expect other young people and staff to behave towards you.

The Code of Conduct applies not only to face-to-face events, but also online events, digital interactions (texting, messaging, email, digital meetings) and any other activity where you are representing *[insert programme]* and British Youth Council.

1. WHAT WE EXPECT FROM YOU

Young people must always:

1. Treat everyone with respect and dignity
2. Listen to others views
3. Act as a positive role model
4. Respect other young people's right to privacy – for example, do not share photos and people's names on social media without their permission.
5. Help create an environment that encourages everyone to feel comfortable and confident.
6. Be aware that others may misunderstand your behaviour and actions, even if you did not mean it that way. So act quickly to correct this if it happens.
7. Be tolerant, you may be misunderstanding someone's behaviour because they have a particular lived experience.
8. Report any behaviour which makes you feel uncomfortable or unsafe.

Young people should never:

1. Be physically violent towards other young people or staff, this includes throwing objects, hitting, kicking or assaulting someone.
2. Be verbally abusive towards other young people or staff. This includes being threatening or offensive, actively discriminating against others or making other young people feel they are less valid because of their ethnicity, class, gender, sexual orientation, disability, political views or heritage.
3. Use inappropriate or demeaning language that purposefully puts people down.

4. Sexually assault or threaten sexual assault to other young people or staff.
5. Bring or use alcohol, illegal drugs or other reality altering substances when taking part in activities and residential.
6. Engage in illegal or fraudulent activities when representing British Youth Council or at British Youth Council events.

Representing [insert programme] and the British Youth Council

As a volunteer or participant, we ask that you are publically respectful about the programme you are on and the British Youth Council. This includes letters, phone calls, face-to-face meetings and on social media. If you have a problem with the organisation or [insert programme], please talk to a senior staff member about this: [insert NAME & CONTACTS of manager for programme]

Being politically neutral

British Youth Council has to be a politically neutral organisation so we can make sure that *all* young people can engage with us, and so we do not alienate young people from decision makers in Town Halls, UK Parliament or anywhere else in the current government. If you volunteer or participate in British Youth Council activities, we need you to do the same. Please read the social media policy for full details on this.

2. WHAT YOU CAN EXPECT FROM US

- All our staff will also uphold the Codes of Conduct and treat you with respect.
- We will challenge discrimination and promote equal opportunities across our work
- All young people involved in British Youth Council work have the right to be respected and safe.
- We will make sure all our activities are inclusive and accessible.
- We will manage behaviour and act appropriately.
- We will respond to all complaints and act in a timely manner.
- You will have a named worker from British Youth Council who offers regular communication and will support you to be involved in the programme.

3. THE DISCIPLINARY PROCESS

We have a clear, '3 strikes' system. We will always investigate and explain the decisions we have made and send you this in writing. You can appeal the decision within 3 weeks of receiving the letter. We will speak with your youth worker or support worker about the situation to make sure they are aware and you get support.

Each incident will be looked at individually, investigated and a decision made of how severe it is. In general, we would expect someone to initially receive a verbal warning, but if the behaviour continues (or there are additional breaches of the codes) they then receive a second warning and then if this still continues, be asked to leave.

While an incident is being investigated, you will be asked to 'step down' from all your roles at British Youth Council. This is a suspension and means you cannot attend any British Youth Council events, activities or meetings during this time. This also means you cannot represent the organisation externally.

Level 1: Verbal Warning (lasts one year across all our activities)

Breaking the codes of conduct listed above (harassing someone in person or over social media, bullying, etc)

Level 2 - Written Warning (lasts one year across all our activities)

- Continuing the behaviour that got the Level 1 verbal warning
- Breaking another part of the Code of Conduct in the same year as gaining a verbal warning

Level 3 - Asked to leave position (not able to return, represent British Youth Council, or return as an adult to the organisation)

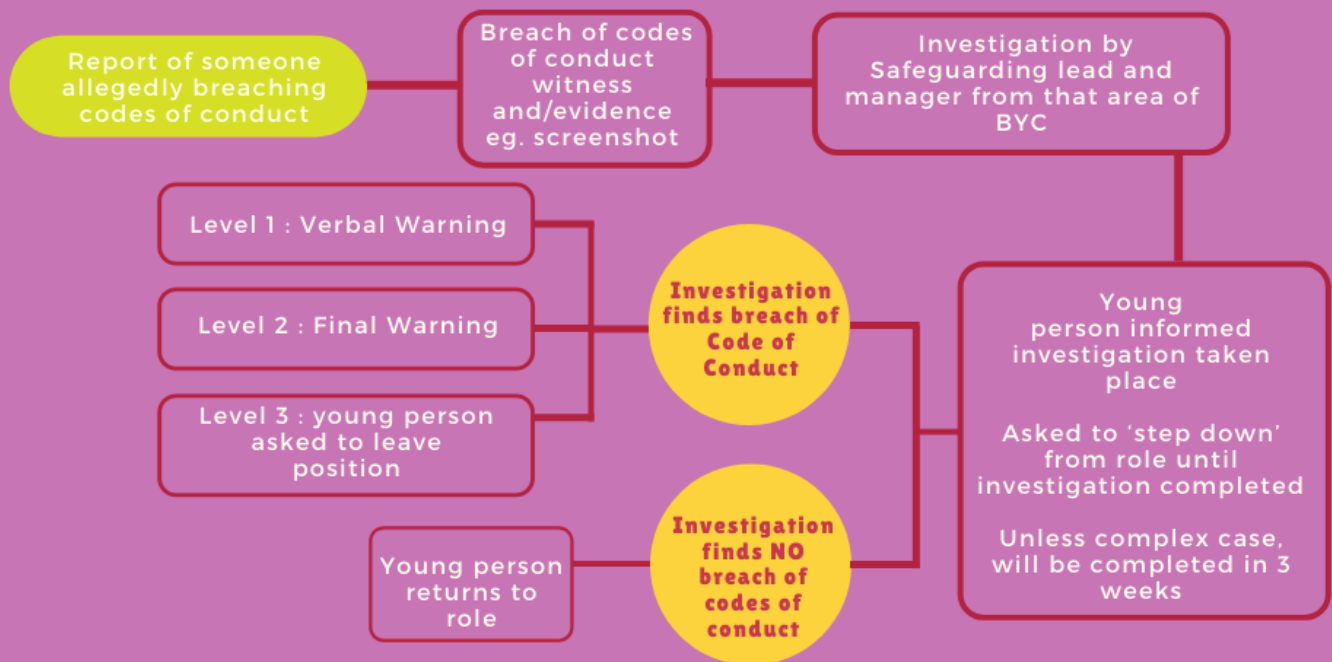
- Continuing the behaviour that got the Level 2 written warning. For example, continuing a behaviour that breaks the codes of conduct even though you received two warnings about this and have been offered support to stop doing this.
- Breaking other Code of Conduct in the same year as having a verbal warning and a written warning. For example, in the same year you received a verbal warning for online bullying, a written warning for being verbally abusive at a residential and then, at another event, you brought alcohol.
- In severe cases, we might ask someone to leave without the other warnings. These will be where they have broken the law, such as bringing a weapon or drugs to a residential, or found guilty of a crime such as assault, sexual assault, abuse, fraud. You would be asked to step down from your role from the point of investigation/being charged and asked to leave if found guilty.

This process is confidential so we cannot and will not talk about this outside of the people involved and the support workers.



COMPLAINTS PROCESS

A step by step guide



All warnings will be sent by email, and kept on record for 12 months. You can appeal a warning. This needs to be done within 2 weeks of the date on the e.mail. The different Levels are explained: www.byc.org.uk/complaints

4. HOW TO REPORT AN ISSUE

If you are concerned about someone’s behaviour or have a complaint against a young person or a member of staff, please initially speak to the member of staff who supports you or their line manager. If you feel they are not listening to you, or the complaint is against them, please contact:

British Youth Council Safeguarding Lead: Elsa Cardona, elsa.cardona@byc.org.uk 07809 507 358.

[Programme Title - programme specific section to reflect anything additional that links to the programme]

By signing this you are agreeing to everything written above. Should you have any questions or queries about this, please speak to your British Youth Council support worker.

Name (printed):

Signature:

Date: