Gurdwara logo

Code of Conduct for Staff and Volunteers Policy

NAME AND ADDRESS OF GURDWARA

Registered Charity Number XXXX

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Code of conduct policy at NAME OF THE GURDWARA and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with Rehat Maryada.

All staff, volunteers and are expected to abide by our code of conduct.

**Behavior**

Paid staff and volunteers will use appropriate language to communicate with young people, children, parents and colleagues, visitors to XXXX premises.

Staff, volunteers, children, parents or visitors will be made aware of the XXXX’s Equal Opportunities and Confidentiality Policies.

Staff and volunteers will act as positive role models for children attending the XXXX. They will be encouraged to listen, praise good behavior, and to treat everyone with respect and dignity.

Bullying including aggressive and abusive behavior will not be tolerated from staff, volunteers, children, parents or visitors.

Physical contact between staff / volunteers with children and young people is not acceptable as normal practice.

Staff and volunteers should not be normally working alone with a child.

The following are not acceptable:

* Violent, aggressive or abusive behavior.
* Giving an individual's contact details to another individual without their permission.
* Using recreational drugs on the premises or bringing them onto the premises.
* Supplying illegal drugs or illegal drug equipment on the premises or while employed by us.
* Consuming alcohol or smoking on the premises.
* Exploiting or abusing your position as a member of staff or volunteer.

**Inappropriate Communication**

Paid staff and volunteers will not communicate with current youth XXXX members outside the youth XXXX in any way without the written permission of the parent/guardian and the youth SGSSC co-ordinator; written permission will be time limited.

Communication and contact includes:

* Social Networking sites
* Chat rooms
* Electronic messaging
* Texting
* Phoning including mobile devices
* Face to face *(Pre-arranged or regular)*
* Through another person

Staff, volunteers will not access the Internet for personal use on XXXX premises except with the specific permission of the coordinator or nominated person of the XXXX management committee.

The staff and volunteers will always try their level best to be welcoming to all the visitors and provide full guidance to them. It places equal importance on the visitors to fully co-operate and respect the staff and volunteers in their efforts

If staff or volunteer feel under pressure or have any concerns they should raise them with the chair of the managing committee.

**Photographs**

This policy will be in conjunction with the GDPR/Data protection/confidentiality and consent policy.

Photographs / video / sound recordings of children will only be taken with the permission of the coordinator who is appointed by the XXXX management committee.

Photographs / video / sound recordings taken will be for use on the XXXX Web Site, Newsletters or for other authorised promotional material approved by the XXXX Management Committee.

Staff, volunteers must not use camera phones or their own equipment to record youth XXXX activities. They must not copy any recordings captured legitimately for Junior XXXX business or store this on their own media / web sites.

Parent’s permission for photographs / video for our newsletters / website will be requested as part of our membership policy.

We strongly urge parents to read this.

**Action**

Complaints arising from a breach of the above policy will be investigated by the co-ordinator and where appropriate reported to the Management committee for further consideration.

**Document Reference**

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**CONTACT DETAILS**

Name of the Gurdwara / Organisation

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