


BROTHERS OF CHARITY SERVICES IRELAND

CODE OF PRACTICE
FOR ALL PERSONS WHO SUPPORT CHILDREN
USING
THE BROTHERS OF CHARITY SERVICES

Document reference number	2015/NP07 (D) Replacing COP2008	Revision No.	2
Approved by	Brothers of Charity Services Ireland		
Signed	 Bro. Alfred Hassett		
Approval date	21st May 2015	Next Revision Date	21st May 2018

Introduction

The Brothers of Charity Services, Ireland seek to promote and uphold the dignity of all those who are associated in any way with our services.

The Brothers of Charity Services Ethos states:

"We are committed to working with children with an intellectual disability to claim their rightful place as valued citizens. Inclusion is a fundamental principle that underlies all aspects of our work"

"We believe in the intrinsic value of every child and aim to further the dignity of all those associated with our services – children with disabilities, their families and those who work with them."

We recognise that staff members are our most important resource in providing an innovative, quality service that is responsive to individual children and their families.

We are committed to supporting and empowering staff to fulfil their roles in a competent and confident manner, in the ever-changing environment in which they work.

This Code forms part of a wider package of legislation, National Guidelines, organisational policies, procedures and guidelines to support and guide staff. It should be read in conjunction with the Brothers of Charity Services Employee Handbook

The purpose of the document is to set out the standards that are expected of staff and to support them to have a clear understanding of their role in ensuring a quality, child centred service, responsive to individual needs.

Staff are encouraged to use these Standards to assist them in decision making, and to reflect on their own practice.

Managers will take account of the standards set in this code of practice in considering issues of misconduct.

*** Note. The term "Staff" is used throughout this document to refer to all persons including paid staff, volunteers, students and others working on behalf of the Brothers of Charity Services Organisation to support children using the services.**

CODE OF PRACTICE

Staff members of the Brothers of Charity Services Ireland shall undertake to abide by this Code of Practice and the fundamental values that underpin all the activities of the Brothers of Charity Services Ireland, and shall embody the principles of good practice in all their actions.

The key principles underlying this Code of Practice are that Staff will:

1. Treat all children and their families with dignity and respect;
2. Respect the rights of children whilst seeking to ensure that their behaviour does not harm themselves or other people;
3. Protect the rights and promote the independence and interests of children;
4. Strive to establish and maintain the trust and confidence of children and their families;
5. Support children to protect themselves from danger or harm, using least restrictive practices;
6. Uphold public trust and confidence in the Brothers of Charity Services;
7. Be personally accountable for the quality of their work and take responsibility for maintaining and improving their knowledge and skills.

1. **As a staff member you must treat all children and their families with dignity and respect, being mindful at all times that you are a role model for those with whom you work.**

You must:

- 1.1 always treat children in our services with respect and dignity.
 - 1.2 Remember, when working in residential or respite settings, that these are not solely workplaces, they are primarily children's homes and must be respected as such;
 - 1.3 while on duty, be modest in your dress, conscious that it is suitable to your interactions with children and respectful to them, their families and to your colleagues;
 - 1.4 interact in your manner and language in a way that is positive and cannot be construed by others as demeaning, belittling or degrading;
 - 1.5 not consume alcohol, or any other chemical substance which might impair your faculties, prior to reporting for, or while on duty;
 - 1.6 avoid taking or making unnecessary personal phone calls or accessing social media while on duty;
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2. As a staff member, you must respect the rights of children whilst seeking to ensure that their behaviour does not harm themselves or others.

You must:

- 2.1 recognise that children are entitled to explore new opportunities and experiences to promote their learning and development;
 - 2.2 support children and their families to identify and manage potential and actual risks to themselves and others;
 - 2.3 follow risk assessment procedures to assess whether the behaviour of the child presents a risk of harm to themselves or others;
 - 2.4 take appropriate steps to minimise the risks of children doing actual or potential harm to themselves or other people;
 - 2.5 ensure that the outcomes and implications of risk assessments are clearly documented and communicated to the child and their family, team members and relevant managers.
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3. As a staff member, you must protect and advocate the rights of children while promoting their independence and interests.

You must:

- 3.1 treat each child as an individual, with equal rights as a citizen;
 - 3.2 assist children and their families to understand and exercise their rights and responsibilities;
 - 3.3 respect and promote the individual views and wishes of children and their families;
 - 3.4 support children's rights to be heard and listened to, to exercise choice in their lives and to support them in their developing independence in decision making;
 - 3.5 respect and maintain the dignity and privacy of each child and their family;
 - 3.6 facilitate children in developing and maintaining relationships with family and friends;
 - 3.7 support children to experience freedom and choice, to have the same opportunities for participation and inclusion as all others;
 - 3.8 respect diversity in culture and values;
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4. As a staff member, you must strive to establish and maintain the trust and confidence of children and their families.

You must:

- 4.1 be honest and trustworthy;
 - 4.2 communicate in an appropriate, open, accurate and straightforward way;
 - 4.3 respect confidential information and clearly explain the Brothers of Charity Services, Ireland policy on confidentiality to children and their families;
 - 4.4 be reliable and dependable;
 - 4.5 honour work commitments, agreements and arrangements and when it is not possible to do so, explain the reason to the child and their families;
 - 4.6 declare issues that might create conflicts of interest and make sure that they do not influence your judgement or practice;
 - 4.7 exercise caution and transparency in the acceptance of any personal gifts or tokens of appreciation from children, families or suppliers.
 - 4.8 not seek to obtain any benefits, fees, services or any personal advantage arising from your work for the Brothers of Charity Services except those outlined in your employment contract.
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5. As a staff member, you must support children to live, learn and grow in a stimulating and safe environment, using least restrictive practices.

You must:

- 5.1 use established policies, guidelines, processes and procedures to challenge and report dangerous, abusive, discriminatory or exploitative behaviour and practice;
- 5.2 follow good work practice and procedures designed to keep all children, others present and yourself safe from violent and abusive behaviour in all service settings;
- 5.3 bring to the attention of your manager any resource or operational difficulties that might impede safe practice;
- 5.4 inform your manager where the practice of colleagues may be unsafe or adversely affecting standards of care and welfare of the child;
- 5.5 comply with the Brothers of Charity Services' policies and procedures relating to Health & Safety;
- 5.6 take complaints made by children and their families seriously, ensuring that you respond to them promptly, record your response and/or pass them to the appropriate person;
- 5.7 recognise the power that comes from your position in your work with children and use that power responsibly, ensuring that your influence is always directed to meeting the needs of children and their families and not your own.

6. As a staff member, you must uphold public trust and confidence in the Brothers of Charity Services

You must not:

- 6.1 abuse, neglect or cause harm to children or colleagues;
 - 6.2 exploit children, their families or colleagues in any way;
 - 6.3 abuse the trust of children or the access you have to personal information about them, their families, their property, their home;
 - 6.4 form inappropriate personal relationships with children and their families;
 - 6.5 discriminate unlawfully or unjustifiably against children, their families or colleagues;
 - 6.6 condone any form of discrimination directed towards children by others;
 - 6.7 put yourself or others at unnecessary risk;
 - 6.8 misappropriate any monies or property belonging to the children, their families or the Services in general;
 - 6.9 make representations or statements or take any other actions on behalf of the Services unless you have specific authorisation to do so.
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7. As a staff member, you must be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills.

You must:

- 7.1 adhere consistently to agreed approaches and interventions in service provision, meeting relevant standards of practice and working in a lawful, safe and effective way;
 - 7.2 ensure that your work is compliant with the Ethos of the Brothers of Charity Services;
 - 7.3 seek to ensure that your work complies with the relevant HIQA standards and the measures set out from time to time in respect of Quality and Risk in the Brothers of Charity Services;
 - 7.2 maintain clear, accurate and objective records;
 - 7.3 inform your manager about any personal difficulties that might affect your ability to do your job competently and safely;
 - 7.4 seek assistance from your manager if you do not feel able or adequately prepared to carry out any aspect of your work or you are unsure about how to proceed in a work matter;
 - 7.5 work openly and co-operatively with colleagues recognising and respecting their individual roles, skills and responsibilities;
 - 7.6 recognise and respect the roles and expertise of workers from other agencies and work in partnership with them;
 - 7.7 undertake relevant training to maintain and improve your knowledge and skills and contribute to the learning and development of others.
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References

Care Council For Wales, (2002) Code of Practice for Social Workers, Cymru.

U.K.C.C. (2004) Nursing & Midwifery Code of Professional Conduct, London.

Brothers of Charity Services, (2001) Policy on Confidentiality, Ireland Region.

HSE Documentation, (1999), Children's First, Ireland.

Brothers of Charity Services, (2008) Code of Practice for all persons who support adults using the Brothers of Charity Services.
