

## **CODE OF CONDUCT**

To uphold the name and reputation of Access Aspiration, we expect all young people to follow our code of conduct.

1. You must respect other people and be responsible for yourself whilst being aware of the welfare of others.
2. The decisions and instructions of staff must be entirely respected and followed at all times. Access Aspiration staff will not force or entice you into doing anything you do not wish to do.
3. Access Aspiration accepts no responsibility for the security of personal belongings such as phones, cameras, personal stereos or any other personal possessions.
4. Whilst on activities outside of working hours, you will be considerate to other people that may be using the facilities and respectful of their needs.

## **BEHAVIOURAL OBLIGATIONS**

It is our intention to provide you with a positive experience and for you to enjoy your placement. We will treat you as a young professional when you are working with us and therefore we need to ensure in return that you match us with the same level of responsibility. We need to make sure that all participants are getting the most out of their time and our priority is the safety of young people. We expect you take responsibility for your own safety and wellbeing. Therefore, we require you to sign this agreement to bind a mutual understanding of what conduct **WILL NOT** be tolerated.

1. Bullying, in any form.
2. Any form of abusive or threatening behaviour towards any young people, businesses or Access Aspiration staff members.
3. The use or possession of offensive weapons such as knives, blades, pellet guns etc.
4. The use or possession of drugs or any other illegal substances.
5. The consumption of alcohol.

## **CONFIDENTIALITY STATEMENT**

In most cases what you discuss with us will remain confidential and will not be shared with parents/guardians or other professionals without your consent.

### **Limits to Confidentiality**

Access Aspiration cannot guarantee absolute confidentiality in the following circumstances:

- Where child protection issues are involved;
- Where there is a significant threat to safety or life;
- Where the young person needs urgent medical treatment; and/or
- Where potential or actual serious criminal offences are involved.

Limits to confidentiality should be made clear to young people at the earliest opportunity and where confidentiality has to be broken; Access Aspiration should seek to ensure that the young person is informed first or as soon as possible afterwards. In the event of a young person disclosing an issue to Access Aspiration Staff relating to child protection, the staff member is required to pass this on in accordance with Access Aspirations Child Protection Policy. The young person will be made aware that any such disclosure cannot be kept in confidence by the staff member. In certain cases, the information

will be passed to the Police or the NSPPC (National Society of Prevention of Cruelty to Children). Copies of our Child Protection Policy are available on request.

### **Privacy Notice – How we use your information**

Access Aspiration is a Mayor's Fund for London project. For more information on the Mayor's Fund for London please visit [www.mayorsfundforlondon.org.uk](http://www.mayorsfundforlondon.org.uk)

Information that you provide will be recorded and used to screen your suitability for the opportunities that you have applied for and will be shared with the relevant employer. We also use the information that we collect to produce a variety of reports for our stakeholders and funders. These reports are statistical in nature and will not contain your personal details. Details of your application may be made available to our funding partners for audit purposes.

To request a copy of the information held about you on our systems, please contact [pjolly@mayorsfundforlondon.org.uk](mailto:pjolly@mayorsfundforlondon.org.uk) (an administration fee of up to £10 may be charged).

### **ACCEPTING THE CODE OF CONDUCT MEANS THAT:**

I understand that Access Aspiration have the right to contact parents/guardians regarding issues that are described in the limits to confidentiality section of this document.

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I agree that the photograph/video/audio recording of the above named, taken for/by Access Aspiration, may be used by Access Aspiration in the above named book/film/poster/online/audio recorded series, any related promotional material, and in any other publication, form, or medium which Access Aspiration may decide and hereby assign all rights relating to my contribution to the Access Aspiration. I understand that the photographs, film or audio recording may be edited and used in conjunction with other photographs, film, audio, drawings, or other forms of media.

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By ticking the box next to “I accept the terms and conditions of the code of conduct”, I confirm that I have read, understood and accept all of the enclosed.