



## CODE OF CONDUCT FOR COUNSELLORS

A key element of our Safeguarding Policy is Eden's Trust's Code of Conduct. This Code applies to all Counsellors who work on behalf of Eden's Trust whether employed, self-employed, freelancing or in an advisory capacity.

These guidelines are to be read in conjunction with the BACP Ethical Framework for the Counselling Professions and are to be interpreted in the spirit of common sense, with the best interest of the child/ adult at risk as the primary consideration.

Any breach of the Code of Conduct could result in disciplinary action.

### **Eden's Trust will require you to:**

- be registered with BACP and to ensure that your CPD is up to date.
- provide your supervisor's details and for you to attend all your supervision meetings as scheduled with your supervisor. These meetings should be weekly or bi-weekly. Monthly sessions will not be considered sufficient.
- keep detailed notes of the assessments and counselling sessions for each child. The information and all confidential notes should be saved to the Eden's Trust Google Workspace Drive that you have permissions to. Your initial assessments should also be saved there.
- delete copies of all assessments, notes and confidential information once they have been saved to the Eden's Trust Google Workspace.
- provide weekly updates on your sessions with children/vulnerable adults.
- attend quarterly Trustee Meetings and provide an update in respect of the counselling provided.
- comply with all our safeguarding policies and the school's safeguarding policies and keep all information confidential in respect the student.
- update your safeguarding training every 2 years.
- provide a current professional indemnity insurance certificate and to ensure that your insurance is current at all times. All renewal certificates should be emailed to [info@edenstrust.org.uk](mailto:info@edenstrust.org.uk)
- have a current Enhanced DBS with a check on the Childrens Barred List and to ensure that this is updated yearly.

- report any safeguarding issues to Eden’s Trust’s DSL and Elli Galvani and to the school’s DSL. All parties mentioned above should work towards ensuring the safety of the child/Vulnerable adult.

### Counsellor’s Interaction with the School

You should:

- read Eden’s Trust and the relevant school’s Child Protection and Safeguarding policy.
- have details of the Designated Safeguarding Lead at the School.
- discuss your approach with the relevant school and consider their advice about where, when and how to conduct the sessions in a safe manner and in a way that puts the young people at ease.

### Interactions with Children/Vulnerable Adults

You should	You should not
<ul style="list-style-type: none"> <li>❖ Be aware of the power balance between adult and child and avoid actions which exploit this.</li> <li>❖ Explain clearly what you intend to do at the start of any session and explain exactly what you plan to do with any information shared.</li> <li>❖ Give young people the opportunity to talk at their own pace. Treat all children/vulnerable adults with respect, and equally without discrimination on the basis of age, gender, disability, faith, sexuality etc.</li> <li>❖ Ensure that young people are aware of their right NOT to participate and to be able to withdraw from the session at any time.</li> <li>❖ Plan and organise your work, taking into account and minimizing potential risks.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Encourage close attachments with individual children/vulnerable adults. Your visit(s) is/are temporary, and you cannot maintain contact beyond the session.</li> <li>❖ Show favoritism or spend excessive time with one child or vulnerable adult.</li> <li>❖ Offer or receive any gifts.</li> <li>❖ Condone or participate in behaviour that is illegal and/or unsafe.</li> <li>❖ Believe “it could never happen to me”.</li> <li>❖ Be alone with a child or vulnerable adult where no-one else can see what you are doing.</li> <li>❖ Do not initiate personal touch, e.g. hugging, instead think of alternatives such as high fives or fist bump.</li> <li>❖ Take a child to your home, hotel or to other private spaces.</li> <li>❖ Be under the influence of alcohol or other substances when working.</li> </ul>

## Your conduct and behaviour

You should	You should not
<ul style="list-style-type: none"> <li>❖ If you are taking notes or recording the session, explain to the child/vulnerable adult or group what you are doing and how the information will be used.</li> <li>❖ Obtain permission before taking photographs. Photos can only be taken of drop in groups or fund raising events and not at any other time.</li> <li>❖ Wear clothes that are appropriate.</li> <li>❖ Always provide an example of the good conduct which you wish others to follow.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Act in a way that is, or could be interpreted as, inappropriate, or sexually provocative.</li> <li>❖ Hit or physically chastise a child (including using physical restraint to contain behaviour)</li> <li>❖ Engage in or allow sexually provocative games with children</li> <li>❖ Act or use language which could in any way shame, humiliate or degrade a child or vulnerable adult.</li> <li>❖ Use of Social Networks and Online Platforms for personal use</li> </ul>

## Social Media

You should	You should not
<ul style="list-style-type: none"> <li>❖ Remember that you are personally responsible for the content that you share. Always think twice about what you post/share and what implications this will have for Eden's Trust.</li> <li>❖ If you use social networks or blogs for personal use and you have indicated in any way your place of work, you must add a disclaimer stating that your opinions on this site are your own, e.g. 'My tweets are my own and not those of the organisation I am connected with'.</li> <li>❖ Share information that has been posted on Eden's Trust's social media platforms and shared/retweeted by individuals, ` breaches the safeguarding policy.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Post images or stories about children or vulnerable adults you have come into contact with at work, via personal social media accounts. Consent is given to Eden's Trust as an organisation and not to any individual for personal use.</li> <li>❖ Never upload or post any defamatory, obscene, abusive or harmful content.</li> <li>❖ Use language that is overfamiliar, and personal details should not be shared.</li> <li>❖ Communicate with a young person from a partner organisation by social media after a sessions, which includes (but is not limited to) LinkedIn, WhatsApp, Facebook, Instagram, Snapchat, Zoom, MST and Skype.</li> </ul>

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| <ul style="list-style-type: none"><li>❖ Take care when communicating with others online, particularly when identifying yourself as acting on behalf of Eden's Trust and when in contact with children and vulnerable adults.</li><li>❖ Inform the DSL if you see anything concerning or any indications or reports of safeguarding concerns.</li></ul> |  |
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