

SAVE THE CHILDREN'S

CODE OF CONDUCT AND STATEMENT OF EXPECTED STANDARDS

At Save the Children UK we have a simple message at the heart of everything we do: ensuring all children survive, learn, and are protected, so that they can grow and reach their full potential, whatever that may be.

To ensure we can all do our best work for children, we need to create the right environment for these same ambitions to be realised within our own organisation. We all have a duty to act to safeguard children and anyone coming into contact with our work.

To do this, we have created essential values and principles and a set of governing policies that outline the behaviours and standards we expect of everyone who works for and with us. We need to hold ourselves, and each other, accountable to these, so that we can achieve our goals.

We all have a duty to uphold and act in line with our values, principles and policies and it is important that we do not compromise on the required standards and behaviours. As such, any breaches will be taken extremely seriously and dealt with under the appropriate policy.

I. OUR PRINCIPLES:

Everyone who represents Save the Children UK (SCUK) – including colleagues, trustees, volunteers, secondees, consultants, freelancers, partners, and suppliers – must comply with this code of conduct and the law, and uphold the highest standards of professionalism, fairness, honesty, and integrity.

Keeping children safe is our first priority, if we fail to protect children we fail in our mission to ensure children can survive and learn. We also have an obligation to ensure we prevent the abuse or exploitation of anyone who comes into contact with our work and to design all of our programmes and activities with this in mind.

Our Code of Conduct is our overarching statement about how we expect everyone who works for us and everyone who is connected to us to behave. SCUK is committed to providing you with all relevant policies, training and guidance that will enable you to do so.

Any situation where professional behaviour, and personal behaviour falls short of the standards we expect, this will be viewed very seriously and may lead to action being taken under the **Managing Conduct policy**, if you are an employee, the **Volunteering policy**, if you are a volunteer; or other relevant policies and procedure as dictated by your working relationship with SCUK. Our senior leaders and people managers have a particular responsibility to role model the expected standards, to uphold our policies and to resolve, or escalate appropriately, any conduct issues or breaches of our policies swiftly.

2. VALUES AND EXPECTED STANDARDS:

All our representatives, employees, and volunteers are expected to uphold our values, standards, behaviours, and policies. you undertake:

- ✓ To always act according to Save the Children UK's **Child Safeguarding policy**, **Safeguarding Vulnerable People policy** and **Prevention Sexual Exploitation and Abuse policy**. You understand that this takes precedence over all other considerations and that you have a duty to report any allegations or concerns of abuse.
- ✓ Not to be in possession or make use of, or profit from the sale of illegal goods or substances.
- ✓ Not use any Save the Children equipment to view, download, create or distribute inappropriate material, including pornography.
- ✓ To raise any concerns you may have about the actions or behaviour of anyone working with or on behalf of Save the Children UK, with your manager; other appropriate person at Save the Children UK, such as your nominated SCUK contact; or through the appropriate reporting channels as outlined in the relevant policy below.
- ✓ To declare any relevant allegations, civil and/or criminal charges or convictions made prior to or during your employment in which SCUK may have a legitimate interest.

- ✓ Not to exploit your position of power, or the trust placed in you, for your own benefit or satisfaction either directly or indirectly. You must comply with our [Anti-fraud, Bribery and Corruption policy](#) and will never accept favours, services, sexual services, goods, payment, or other forms of bribery in return for your help and support
- ✓ To treat everyone with dignity and respect. Not to take part, or be complicit in, any behaviours or activities that may breach our [values](#) and/or the basic human rights of all people.
- ✓ Understand that discrimination, bullying, and harassment for any reason will not be tolerated. Take personal responsibility and contribute to the creation of a safe and inclusive working environment for all, and adhere to the principles set out in our [Respect at Save the Children policy](#) or the appropriate agreement and/or policies
- ✓ To look after **Save the Children's physical, financial and data resources with the utmost care** and respect. To treat the information you have access to, as part of your role at SCUK, confidentially, understanding that should not you pass any information on to a 3rd party without authorisation or good reason, as defined within the [Whistleblowing policy](#), this will be dealt with as a breach to the terms and conditions of your employment and may result in disciplinary action. To familiarise yourself and comply with Save the Children UK's [Data Protection](#) and [Information Security](#) policies
- ✓ To comply with Save the Children UK's [Health and Safety](#) and [Safety and Security](#) policies, taking every precaution to organise and carry out your duties with respect to your own health and safety and that of others.
- ✓ To comply with **Save the Children UK's Social Media policy** and refrain from posting anything on any professional or personal online presence or social media feeds that could cause harm to Save the Children UK or our mission; expose the charity to financial or reputational risk; or bring the charity into disrepute.
- ✓ To engage fully in any investigation should it be alleged that you have acted in a way that is contrary to these principles or that conflicts with our policies, values, or behaviours.
- ✓ Not to act in a way which could compromise or undermine the good name and reputation of Save the Children UK.

3. RAISING CONCERNS:

The routes available to you for raising concerns will depend on how you are engaged with Save the Children UK. The below is not an exhaustive list of these routes and you should seek to understand the most appropriate route available to you, based on your engagement with SCUK.

3.1 Safeguarding – All safeguarding concerns should be raised directly with the Safeguarding team focalpoint@savethechildren.org.uk or by phone, 0203 763 0808. However you come to work with SCUK, you should feel able to contact the Safeguarding Focal Point with any safeguarding concerns you have.

3.2 Managing Grievance policy – This policy enables SCUK employees to raise concerns relating to their employment. (e.g. matters relating to their work, working conditions or relationships with other colleagues). The Managing Grievances process outlines the process we will follow should a grievance be raised. Wherever possible we aim to resolve grievances in an informal way.

3.3 Volunteer Problem Solving policy – Outlines the process we are committed to following should a volunteer need to raise an issue or is the the subject of an alleged concern.

3.3 External complaints process – This process allows members of the public to raise concerns directly with Save the Children either by phone on 0800 8 148 148, email at supportercare@savethechildren.org.uk or in writing to Save the Children, Supporter Care Team, 1 St John's Lane, London, EC1M 4AR

3.4 Integrity Telephone Line - The Integrity Telephone Line (0800 085 2563) allows a colleague to report a concern anonymously to an entirely independent body, outside Save the Children UK. The Integrity Line is provided by Crimestoppers but you can use it to report any concern: it does not need to be a criminal matter.

3.5 Whistleblowing policy - Whistleblowing is when an employer or worker (including representatives) passes on or discloses information on potential wrongdoing in the organisation where they work. Providing that they believe they are acting in the public interest and that their information shows a potential past, present or future wrongdoing.

If any person feels unable to raise a concern through the usual reporting processes under the relevant policy (for instance, because they feel their concerns have previously been raised and not been acted upon), they should raise their concerns with one of the following persons (these persons are named in the Whistleblowing policy):

1. the HR Director or
2. the Chief Executive Officer (CEO) or
3. the Whistleblowing Trustee.

Along with the Integrity Line, the Whistleblowing policy can be used by anyone seeking to raise concerns, regardless of how they come to work with SCUK.

4. SUPPORT FOR ANYONE RAISING A CONCERN:

If you do wish to raise a concern, but feel anxious and need support through the process, this can be provided by:

1. Your manager, or another appropriate manager (within your own organisation/agency)
2. Your HR representative (within your own organisation/agency)
3. Your Union representative (within your own organisation/agency)
4. The Wellbeing team, wellbeing@savethechildren.org.uk
5. Your volunteer manager (for volunteers)
6. Our [Employee Assistance Programme](#), which offers a 24-hour, 7 day a week telephone counselling service on 0800 085 1376 if you are based in the UK or +44 207 938 0963 if you are based overseas.

5. ACKNOWLEDGEMENT STATEMENT:

I have read and understood Save the Children's **Code of Conduct and Statement of Expected Standards**, I understand that to act contrary to these principles or in any way that conflicts with our policies, may result in disciplinary action and may lead to my dismissal.

I am committed to taking personal responsibility to act in a way which doesn't compromise or undermine the good name of Save the Children UK, and will raise any concerns I have about the actions or behaviour of an employee, or other representative working for, or on behalf of, Save the Children, which contravenes our principles. I may do so directly or, with support from my manager or other appropriate person at Save the Children UK or through the appropriate reporting channels.

I am committed to undertake all mandatory training offered by SCUUK.