Here's a **Safeguarding Code of Conduct (One-Page Quick Reference Guide)** we can give to volunteers and staff alongside the full safeguarding policy:

Coodal

Safeguarding Code of Conduct
(For Staff, Trustees, and Volunteers)

This code sets out the standards of behaviour expected from everyone working with Coodal. It is a quick reference guide; the full Safeguarding Policy provides more detailed information.

Our Commitment

Coodal is committed to protecting the safety, dignity, and well-being of all our beneficiaries, especially those who may be vulnerable.

Do's ✅

- **Respect** everyone you work with – treat them fairly and with dignity.
- **Listen** and take concerns seriously – never dismiss worries raised by a beneficiary.
- **Report** any safeguarding concern immediately to the Designated Safeguarding Lead (DSL).
- **Keep boundaries clear** – maintain professional relationships at all times.
- **Protect confidentiality** – share information only with those who need to know.
- **Act promptly** if someone is in immediate danger – call 999.

Don'ts ❌

- Don't promise to keep secrets if someone discloses abuse.
- Don't ignore signs of harm, neglect, or exploitation.
- Don't use your role for personal gain, favouritism, or inappropriate relationships.
- Don't share personal contact details or connect on social media with beneficiaries.
- Don't allow unacceptable behaviour such as bullying, discrimination, or harassment.

How to Report a Concern

- **Speak to the DSL immediately.**
- If unavailable, inform a trustee or senior staff member.
- If urgent and someone is at risk, contact the **police (999)** or **local safeguarding services** directly.

Remember

Safeguarding is everyone's responsibility.
If in doubt, **report it.**

Designated Safeguarding Lead (DSL): _____
Contact details: _____

Would you like me to also design this into a **visually simple one-page poster/leaflet** (with headings, icons, and colour highlights) so volunteers can keep it pinned up or on hand?

Is this conversation helpful so far?