

ANNEX

2

SAFEGUARDING

Agreement



THE MALTA FOUNDATION FOR THE WELLBEING OF SOCIETY

Subject: The Malta Foundation for the Wellbeing of Society Child Safe Code of Conduct is a code of conduct which aids working with children. This Staff Note concerns all staff and volunteers. The Malta Foundation for the Wellbeing of Society which may be referred to as MFWS throughout this document. MFWS recognizes that working with children is one of the main tasks of the Foundation.

This Code of Conduct accordingly provides advice for working with children. To help MFWS staff and volunteers, a single point of contact for advice or suggestions related to working with children has been created.

I, _____ working with the Malta Foundation for the Wellbeing of Society as an employee, volunteer, student on a University practicum or any other project, agree that I will abide by the Child Safe Code of Conduct.

I have read and I understand that the Malta Foundation for the Wellbeing of Society 's Child Safe Code of Conduct. I agree to abide by the rules described above and understand that if I violate any of these rules, disciplinary action/s will be taken in my regard.

Name and Signature of employee/volunteer:

Name and Signature of Witness:

Date:

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Purpose of this Code of Conduct

1. This code of conduct explains how MFWS staff can work with children in an appropriate, safe and legally sound way consistent with the values expressed in the MFWS mission statement and in line with the MFWS Code of Ethics.

2. These guidelines apply to all MFWS staff and volunteers.

3. For advice and guidance on matters related to working with children, unless indicated otherwise, please send your questions, suggestions or comments to the Children's Hub – (enter details here).

4. Part A of these guidelines outlines the good practice that you should employ when working with children. Part B gives additional information and guidance to staff and volunteers who work with children.

General Background

5. The Malta Foundation for the Wellbeing of Society is a Child focused, community-based organisation dedicated to providing a safe and neutral space for an aspirational, inclusive, just, equitable and eco-friendly society where all people may grow, enjoy a quality of life which is sustainable, and engage in productive and meaningful relationships.

6. Participation in MFWS' programs is subject to the observance of the organization's rules and procedures with a special focus on the MFWS Safeguarding Policy.

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MFWS staff and volunteer's work with children

PART A: Good practice for safe and secure staff interaction with children:

- a) Treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status;
- b) Do not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- c) Do not engage children in any form of sexual activity or acts;
- d) Ensure that another adult is present in the building when working with children;
- e) Do not invite unaccompanied children into your personal home, unless they came uninvited because they are at immediate risk. In that case, you shall immediately phone the MFWS point of contact for children, which is the Children's Hub and/or the MFWS Director for urgent intervention;
- f) Use any personal gadget correctly and never to exploit or harass children;
- g) Refrain from the use of physical punishment on children;
- h) Refrain from paying children for any work which is inappropriate given their age or developmental stage;
- i) Do not take photos of children during activities as I understand that only designated people from the MFWS Media Department can photograph activities involving children after consent from their guardian is obtained;
- j) Do not keep a copy of work data including data bases, contact details, home addresses, photos, videos and other information on personal gadget/s such as mobiles, pc, hard-drive or any other gadget that is not MFWS property;
- k) One shall immediately report any concerns or allegations of child abuse.

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PART B: The activities outlined below are strictly prohibited. Any staff member, participant or volunteer who violates this Code is subject to discipline, up to and including removal from work.

1. Abusive language towards a staff member, volunteer or any other participant.
2. Possession or use of alcoholic beverages or illegal drugs on The Malta Foundation for the Wellbeing 's property or reporting to work while under the influence of drugs or alcohol.
3. Bringing onto the MFWS' property dangerous or unauthorized materials.
4. Discourtesy or rudeness to a fellow participant, staff member or volunteer.
5. Verbal, physical or visual harassment of another participant, staff member or volunteer.
6. Actual or threatened violence toward any individual or group.
7. Conduct endangering the life, safety, health or well-being of others.
8. Failure to follow any agency policy or procedure.
9. Bullying or taking unfair advantage of any participant, staff member or volunteer.
10. Failing to cooperate with an adult supervisor/leader/mentor.
11. Any staff member, participant or volunteer, who reasonably suspects that this Code of Conduct has been breached by another person in [the organisation] shall:
 1. Act to prioritize the best interests of children.
 2. Take actions promptly to ensure that children are safe.
 3. Promptly report any concerns to SAFEGUARDING FOCAL POINT.
 4. Follow [the organization's] policies and procedures for receiving and responding to complaints and concerns.
 5. Comply with [relevant national laws on reporting] if relevant, and with MFWS policy and procedure on internal and external reporting.

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Conduct Toward Others:

1. One shall extend kindness to all others.
2. One shall respect differences of opinion by acknowledging the other person's stance and not pushing their acceptance.
3. In a violent situation, one shall refrain from engagement and call for help.