



CODE OF CONDUCT FOR BOARD AND COMMITTEE MEMBERS OF SEND the RIGHT MESSAGE

1. INTRODUCTION

1.1 As staff, volunteers, trustees or anyone that undertakes duties for the organisation, your behaviour and actions must be governed by the principles set out in this Code of Conduct. It is your responsibility to ensure that you are familiar with, and comply with, all the relevant provisions of the Code.

2. KEY PRINCIPLES OF PUBLIC LIFE

2.1 The key principles upon which this Code of Conduct is based are the Seven Principle of Public Life.

These are:

Selflessness

You should take decisions solely in terms of the public interest. You should not do so in order to gain financial or other material benefits for yourself, your family or your friends.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that

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*Special Educational Needs & Disability (0-25)
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might, or might be perceived to, influence you in the performance of your official duties.

Objectivity

In carrying out public business, including awarding contracts and recommending individuals for rewards and benefits, you should make choices on merit.

Accountability

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate.

Openness

You should be as open as possible about the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

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You should promote and support these principles by leadership and example.

2.2 These principles should inform your actions and decisions:

Purpose

This behaviour code outlines the conduct SEND the Right Message expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

3. DISCLOSURE OF INTEREST

3.1 This covers circumstances where an individual (or their close relative) could in theory receive a personal or business benefit (other than Honorarium/Salary and expenses) because of SEND the Right message activity. There are two main examples where a benefit could occur:

3.1.1 A Duality of Interest. Where the circumstances could potentially bring about some personal or business gain.

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3.1.2 A Conflict of Interest. Where SEND the Right Message interest and a personal/business/other Voluntary Sector interest occurs over the same matter.

3.2 Any interest must be disclosed to the Management Committee.

4. AIMS AND OBJECTIVES

4.1 Our work and reputation rely on us upholding and promoting SEND the Right message aims and objectives.

4.2 We should all work to the same aims and objectives. We are required to incorporate these in our conduct in relation to SEND the Right message.

5. POLITICAL ACTIVITIES

5.1 SEND the Right message work may take it into the political arena but we must ensure that we demonstrate our non-political nature and are impartial about party politics. When making any political representation, SEND the Right message must clearly be seen as presenting a balanced case in support of SEND the Right message aims and objectives

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5.2 Members may engage in political activities, including standing for election to public office, as long as it is legal to do so. However, participation will be entirely on their own behalf and their political opinions will not represent the SEND the Right message position.

6. EQUALITY AND DIVERSITY

6.1 SEND the Right message is committed to achieving equality of opportunity in every area. Our aim is that everyone should be treated fairly and be equally respected and represented

7. HOSPITALITY

7.1 We may not solicit hospitality. Occasional modest hospitality is allowed.

8. PERSONAL CONDUCT

8.1 Any staff member or volunteer who represents the SEND the Right message must strive to establish and maintain the trust and confidence of our wider membership, and partners with whom we work.

8.2 Any staff member or volunteer must not bring the SEND the Right message into disrepute while acting in

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representative capacity. As a representative of SEND the Right message, your actions and behaviour may be subject to additional scrutiny.

8.22 As a representative of SEND the Right message you must ensure that in your conduct and activity you:

- Conduct yourself appropriately for the duty or function that you are carrying out or attending, which includes treating all of those you meet courteously and with dignity and respect.
- Respect diversity and different cultures and values
- Are honest and trustworthy
- Communicate in an appropriate, open, accurate and straightforward way
- Respect confidential information and do not share any information that is confidential outside of the organisation or meeting at which you are present
- Ensure that the views of parent/carers are fully and accurately represented. Whilst personal experience may inform this, you must not rely entirely on your own experiences, views and judgements, but be fully representative of the wider community.

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- Declare issues that might create conflicts of interest and make sure that they do not influence your judgement or practice
- Do not behave in a way which would call into question your suitability to be a representative of SEND the Right message.

8.3 A representative of SEND the Right message has a duty to inform the Director of SEND the Right message about any personal difficulties that might affect their ability to exercise their responsibilities appropriately. The following are examples of such circumstances

- Any allegation that an individual may have committed, or is being investigated in relation to having committed a crime
- Any child protection or safeguarding concern relating to children and / or vulnerable adults.
- Other similar circumstances

8.4 In these situations, it will be standard practice for the representative to cease such representation until the issues are resolved in agreement with the Trustees and Director of SEND the Right message.

9. FAILURE TO FOLLOW CODE OF CONDUCT

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10.1 We recognise that failure to follow this Code of Conduct may damage SEND the Right message and will be viewed as a disciplinary matter.

10.2 In the event of an alleged breach of the Code, any investigation or action will be initiated by the Trustees. Based on the outcome of the investigation, a range of actions may be taken ranging from seeking appropriate training and support for the individual member, to asking them to permanently step down, depending on the severity and impact of any alleged breach. Depending on the seriousness of the situation, you may be asked to leave SEND the Right Message.

Upholding this code of conduct.

You should always follow this code of code and never rely on your reputation or that of our organisation to protect you

We may also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to Maggie Cleary, Director of SEND the Right Message.

If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures. Please sign and return one copy of this document to your supervisor

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I confirm I have read and understood and will abide by this Code of Conduct

Signature of Volunteer or Staff

.....
.....

Name of Volunteer or Staff

.....
.....

Date Signed

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