



# Summary- Code of Conduct, Behaviour and Safe Practice

## Benburb Priory Limited-June 2021

### Rationale

- This Code of Conduct, Behaviour and Safe Practice is about the values for which we, as Directors, staff and volunteers at Benburb Priory want to promote.

- Members of the Board of Directors, all staff and volunteers are expected to follow the Code of Conduct in the course of their work and when representing Benburb Priory Ltd. New Board members and new staff and volunteers will be given an induction, which will include the Code and Safeguarding training relating to children and adults.

- The Board of Directors and Order of Mary Servite Trust must provide and promote an organisational culture which values and supports staff and volunteers.

### Aims

- To guide the Board of Directors and Order of Mary Servite Trust (Trustees), the Manager, staff and volunteers and Leaders of Groups using the facilities in the work that they do and the decisions and choices they have to make

- To reassure the public that decisions are being made against a background of professional standards and accountability.

- All staff are responsible for, and have a duty of care, to ensure their conduct does not fall below the standards detailed in this Code and that no act or omission, within the sphere of their role, harms the safety and well-being of other staff and service users and their families.

### Record keeping

- Breaches of the Code must be investigated fairly and the Manager and Safeguarding Advisor should adopt a proportionate approach.

### Confidentiality

- Benburb Priory Ltd is responsible for ensuring that the gathering, storage, usage and sharing of personal information is in line with the requirements of the Data

Protection Act, 2018 in Northern Ireland and the Data Protection Act, 2018 in the Republic of Ireland.

## **Overall principles & undertakings**

- All information relating to concerns /suspicions /allegations about adult safeguarding needs to be shared with the relevant person who in turn shares it on a “need to know” basis with the relevant statutory authorities and relevant professionals.

## **As an employee-**

- make the care and safety of other staff and service users my first concern and act to protect them from any risk of harm maintain confidentiality, respecting and protecting at all times other staff/service users and their families’ right to confidentiality, privacy and dignity.
  - communicate openly and honestly to promote the health and wellbeing of service users and their families.
  - respect the public, other staff, service users, relatives, carers. I will also show my commitment to working constructively as a team member by working collaboratively with all my colleagues in Benburb Priory and the wider community.
  - be accountable and accept responsibility for my own work and be honest and act with integrity.
  - sharing responsibility for my own learning and development to improve the quality of care to service users and their families

## **Members of Board of Directors/Manager’s Responsibilities to ensure staff are-**

- valued as individuals and colleagues and are treated with dignity and respect
- appropriately informed about the management of Benburb Priory Ltd
- given appropriate opportunities to take part in continuous design review and improvement of services
- have their ideas and realistic ambitions taken seriously
- given protection from harassment and bullying
- provided with a safe working environment
- helped to maintain and improve their knowledge and skills and developed to achieve their potential; and
- helped to achieve a reasonable balance between their working and personal lives.

## **Accountability, Responsibility, Honesty & Integrity-**

- Always establish and maintain clear and appropriate boundaries in my relationships with other staff /service users and their families, and with colleagues, always behaving in a professional manner.
  - accept responsibility for my own work and ensure that I am responsible for answering any questions and complaints in an open, honest way.
  - be always honest and act with integrity and probity and ensure that Benburb Priory Ltd

## Responsibility for my own learning and development –

### Employee concerns about improper conduct if you believe you are being required to act in a way which:

- is illegal, improper, or unethical.
- is in breach of a professional code.
- may involve possible maladministration, fraud or misuse of public/Church funds

resources are protected from fraud, bribery and other forms of corruption.

- not use my official position to receive, agree to accept or attempt to obtain any financial or other advantage for doing, or not doing, anything or showing favour, or disfavour, to any person.
- not receive benefits of any kind from a third party which might reasonably be seen to compromise my personal judgment and integrity.
- not deceive or mislead my employer, or any other organisation it deals with, or the public during the course of my employment/volunteering with Benburb Priory Ltd.
- abide by the rules adopted by my employer in relation to private interest and possible conflict with public duty, the disclosure of official information and in any political activities.
- not misuse my position or information acquired in my official duties to further my private interests or those of others. I will ensure proper management of the performance of my team/colleagues, and I will seek to ensure that those I manage accept that they are responsible for their actions to both:
  - the public and their representatives
  - service users, relatives, and carers by answering questions and complaints in an open and honest manner

Participate in training and personal development as required and take responsibility for the achievement of the competence essential for your role, in line with organisational requirements.

Or

is otherwise inconsistent with this Code you should either raise the matter through the Manager/Chairperson of Board of Directors or approach in confidence, the Safeguarding Advisor and Risk Management/Complaints Officer.

I will:

- act to protect service users from harm, injury or loss by identifying and reducing risk by putting into practice the appropriate support, supervisory and disciplinary procedures for staff.
- seek to ensure that anyone with a concern is taken seriously and treated fairly in accordance with relevant procedures; and
- contribute to the creation of an open and learning organisation where concerns about individuals perceived to be breaking the Code of Conduct can be raised without fear.

## AFTER LEAVING EMPLOYMENT

You should continue to observe your duty of confidentiality after you have left employment with Benburb Priory Ltd.

Code of Conduct Document (June 2021) is available on website:  
[www.benburbpriory.com](http://www.benburbpriory.com)