



PONY PARTNERSHIPS



Staff & Volunteer Code of Conduct– 2025–2026

Name of Organisation: Pony Partnerships CIC

Venue/Address: All venues

Date of Review: 1 September 2025

Date of Next Review: 31 August 2026

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1. Purpose & Scope

This Code of Conduct sets clear expectations for safe, professional, and ethical behaviour by all staff and volunteers (paid or unpaid). It supports compliance with:

- *Children Act 2004*
- *Keeping Children Safe in Education (2024)*
- *Working Together to Safeguard Children (2023)*
- *Equality Act 2010*
- *Health & Safety at Work Act 1974*
- *GDPR & Data Protection Act 2018*

It applies to all interactions with children, young people (under 18), vulnerable adults, colleagues, visitors, and animals in Pony Partnerships care.

2. Core Principles

- **Safeguarding first** – the welfare of children and young people is paramount.
- **Professional integrity** – act in ways that uphold trust, safety, and confidence.
- **Transparency** – work openly and avoid situations that could be misinterpreted.
- **Equality** – treat everyone with dignity, respect, and without discrimination.
- **Accountability** – take responsibility for your actions, decisions, and professional judgement.

3. Professional Boundaries & Conduct

3.1 Relationships & Positions of Trust

- Never abuse your position of trust.
- Sexual or romantic contact with a person under 18 is illegal and strictly prohibited.
- Avoid any behaviour that could be perceived as grooming or favouritism.

3.2 Behaviour & Personal Life

- Maintain high standards of conduct both in and out of work.
- Avoid actions (including in personal life or online) that could damage Pony Partnerships' reputation or raise safeguarding concerns.

3.3 Dress & Appearance

- Dress appropriately for role, environment, and activities.

3.4 Confidentiality & Data

- Share information only on a need-to-know basis and in line with safeguarding, data protection, and privacy policies.
- Never use confidential information for personal advantage or to harm others.

3.5 Communication & Social Media

- Do not share personal contact details or connect with clients on personal social media.
- Use only approved communication channels for work purposes.
- Keep all communication professional, transparent, and open to scrutiny.

4. Safe Working Practices

4.1 Physical Contact

- Only use touch when appropriate, proportionate, and in response to the needs of the individual.
- Avoid contact that could be misinterpreted.
- Record and report any incident that could give cause for concern.

4.2 Behaviour Management & Physical Intervention

- Follow the Behaviour Policy.
- Use de-escalation and restorative approaches first.
- Physical intervention is a last resort, proportionate, and recorded in line with policy.

4.3 Lone Working & One-to-One

- Avoid being alone with a client where possible; if unavoidable, ensure visibility and that others are aware.
- Risk assess any one-to-one work or home visits.

4.4 Transport

- Only transport clients when authorised, with parental/carers consent and appropriate insurance.
- Follow all legal safety requirements.

4.5 Photography & Video

- Obtain written parental/carers consent before taking or using images.
- Store and use images securely and only for agreed purposes.

4.6 Internet & Devices

- Never access or store inappropriate or indecent images.
- Do not use Pony Partnerships devices for personal or inappropriate purposes.

5. Managing Concerns & Allegations

- Report any safeguarding concern, breach of conduct, or allegation immediately to the Designated Safeguarding Lead (DSL) or Directors.
- Record all incidents accurately and promptly.
- Cooperate fully with investigations.

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6. Animal Welfare Competence

All staff working with animals must:

- Have recognised training in equine/animal welfare, handling, and behaviour.
- Hold an enhanced DBS, Level 2 safeguarding (annual update), and PREVENT training (biennial update).
- Follow feeding, hygiene, and biosecurity procedures.
- Participate in CPD, annual appraisal, and external clinical supervision.

7. Induction & Training

- All new staff receive induction on policies, safeguarding, and safe practice.
- Ongoing CPD and refreshers are mandatory and recorded in the Single Central Record.

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