

The code of conduct (Appendix 1)

The code of conduct of KJA Bonn (Catholic Youth Agency) regulates contact with other people in a binding and specific manner both in the premises of KJA as well as at events, on projects and regarding measures taken by KJA. It is confirmed by all employees through their signature.

If a rule is not complied with for serious, plausible reasons, it must always be made and documented transparently.

The following rules of conduct are intended to provide suggestions and assistance. However, they should not be considered to be a complete list. It is possible to add further rules in every establishment.

1. Structure of proximity and distance

In pedagogic, educational, pastoral and custodial work with children and young people, it's important to keep an appropriate relationship between proximity and distance. The way time is spent together must correspond to the relevant assignment and be consistent.

This rules out friendships and one-to-one contact with individual children and young people because this can/might lead to emotional dependencies.

Our rules of conduct are:

- Individual discussions, exercise sessions, individual tuition and similar will take place only in premises envisaged for this purpose. They must be accessible from the outside at all times. Similarly, it must be ensured that everyone can leave the room at any time. Rooms can also be spaces and settings outside the actual rooms of the premises, such as an ice cream parlour, walks, informal meeting places.
- Prominent, intensive friendly relationships between the attachment figure and minors are forbidden.
- Games, methods, exercises and actions must be structured in such a way that minors are not frightened and no boundaries are crossed.
- Individual perceptions of boundaries are to be taken seriously and observed with no disparaging comments made.
- There must be no secrets with minors. Confidential information which is notified by children and young people to the staff is excluded from this.
- Any crossing of boundaries must be discussed and is not permitted to be ignored. Consciously dealing with the boundaries, for example as a teaching tool in adventure education, is a possibility and should be based on the emotional abilities of participants.

2. Appropriateness of physical contact

Awareness and reticence are required. If children and young people refuse physical contact, we respect this decision without exception.

Our rules of conduct are:

- Physical contact must never be initiated by staff to satisfy their own requirements for proximity and attention.
- Undesired touching and physical proximity, in particular in conjunction with promises of a reward or threat of punishment, are not permitted.
- Physical contact is permitted only for the duration and purpose of providing care, such as first aid. Care is also understood to include comfort (with restrained physical contact) and emotional assistance.
- If minors are seeking comfort, they should be helped verbally if at all possible, depending on the situation.
- Accompanying wards to the toilet needs to be clarified in a care agreement with the parents.

3. Language and choice of words

People can be seriously offended and humiliated through language and choice of words. This means that every form of our personal interaction and communication is characterised by esteem. Our dealings with the children or young people entrusted to us must be adapted to their requirements and age.

Our rules of conduct are:

- Verbal and non-verbal interaction should correspond to the relevant role and the assignment.
- We do not use sexualised language or content either in interaction or in communication.
- No derogatory comments or humiliations are tolerated, also not among the children and young people.
- If language boundaries are breached, intervention is necessary and a position must be taken.
- In work with children and young people, reactions and interventions regarding the overstepping of language boundaries must be applied according to the current situation and the assignment.
- Address children and young people by their first names and not using pet names¹ or nicknames². Pet names and nicknames chosen and accepted by the children and young people themselves are permitted to be used.

¹ Pet name: name, which expresses a loving, trusting relationship to someone

² Nickname: Name, which one gives someone for fun or ridicule; playful or taunting nickname | Meaning/derivation: in 17th century spiteful, "insulting"

4. How to handle and use media and social networks

The selection of films, photos, games and materials must be made carefully, bearing in mind meaningful age-related educational material. Particular care must be taken if official and private content are mixed on social networks. The “KJA data protection handout” applies.

Our rules of conduct are:

- The use of social networks on private end-devices is not permitted for contact with minors whom you are looking after. Obligation regarding use of media: social media accounts used solely for official purposes are permitted to be used only to make contact, provide information and for public relations work in a professional context.
- When publishing photo or sound material or texts which were created in connection with the task of caring, the general right of personality, in particular the right to one’s own image, must be observed.
- We are obliged to ensure that content is non-violent regarding the use of any media by minors, such as a mobile phone, camera or Internet forums and take a stand against any form of discrimination, violence or regarding sexist behaviour and bullying.

5. Admissibility of gifts

Gifts and privileges must not be used as educational measures. Gifts may promote emotional dependency, in particular if they are shared only with selected children. It is therefore a responsibility of the people in charge to deal with gifts in a reflective and transparent manner.

Our rules of conduct are:

- Financial incentives, rewards and gifts to individual minors, which are in no way connected to an education-based event are forbidden.

6. Disciplinary measures

The application of disciplinary measures is to be considered carefully. If sanctions are absolutely necessary, ensure that they are directly related to the “crime”, are appropriate and consistent and also plausible for the person being punished.

Our rules of conduct are:

- Any form of violence, coercion, threat, ridicule, withdrawal of food or freedom is forbidden as a disciplinary measure.
- So-called tests of courage are always forbidden, even if the person being protected has given their express consent.

7. Conduct at conferences, during leisure time and on trips

Leisure time with overnight stays are particularly challenging situations. Precisely for this reason, the people in charge should be aware of the responsibility associated with such situations. It can be the case that the following rules of conduct are difficult to implement in practice, for example if the premises do not make it possible for the two sexes to sleep separately. In such a case, as with other deviations, transparent action is necessary and this must be discussed in advance with parents/legal guardians and their consent must be obtained.

Our rules of conduct are:

- At events and on trips protected persons must be accompanied by a good number of responsible adults. If the group is composed of different sexes, this must also be reflected in the group of people accompanying them. After a discussion with the participants of different sexes, suitable attachment figures are to be found.
- In the case of overnight stays, children and young people are to be accommodated in single sex areas and the people in charge are to be provided with separate rooms according to their sex.
- In the case of overnight stays, adults and young assistants are to be provided with sleeping accommodation in separate rooms. Exceptions owing to the circumstances in premises are to be clarified before the start of the event and require the consent of the parent or legal guardian and the event organiser.
- Overnight stays for children and young people in the private homes of permanent and voluntary staff are forbidden.
- An attachment figure must not spend time alone with a minor in sleeping, toilet/washing facilities or similar rooms. Exceptions are to be clarified in detail with the management of an event, a carer team or legal entity in advance depending on the reason.
- Unforeseeable individual contact in sleeping, toilet/washing facilities or similar rooms must be made transparent promptly within the team. During this period, the rooms must be accessible from the outside at all times.

8. Protection of privacy

The protection of privacy is a precious asset which must be protected. Clear rules of conduct are needed to respect and protect the individual privacy both of the children and young people as well as the permanent and voluntary staff looking after them.

Our rules of conduct are:

- Communal personal hygiene with protected persons, in particular showering together, is not permitted. Showering (off) together in communal showers while wearing swimwear is an exception to this.
- No changing clothes with the children.
- The rooms of minors are to be accepted as their private space or part of their private life.

The original version of this form must be kept in the relevant establishment in the protection plan file.

Surname, forename

Date of birth

Job title/ Establishment

I confirm that I have received a copy of the **Code of conduct of KJA Bonn (part of the institutional protection plan of KJA Bonn)**. I accept the code of conduct of KJA Bonn and confirm this with my signature

Date: _____

Signature: _____