




### Code of Conduct Policy

<b>Policy Last Reviewed:</b>	10 April 2026
<b>To Be Reviewed Next:</b>	10 April 2027
<b>Policy Approved By:</b>	Sevcan SUNGUR
<b>Name:</b>	Sevcan SUNGUR
<b>Role:</b>	Director
<b>Signed:</b>	
<b>Date:</b>	10/04/2026



## 1. Purpose

- This Code of Conduct outlines the professional, ethical, and behavioural standards expected from all individuals working under the Sun Play Therapy name, including:
- Employees
- Freelance practitioners
- Volunteers
- Trustees
- External consultants

Its purpose is to ensure the highest standards of safeguarding, professionalism, integrity, and accountability across all services delivered to children, young people, families, schools, and commissioning authorities.

## 2. Core Values

1. All representatives of Sun Play Therapy must uphold the following values:
2. Child-centred practice
3. Trauma-informed and neurodiversity-sensitive approaches
4. Respect and dignity for all
5. Inclusion and equality
6. Transparency and accountability
7. Professional integrity

The welfare of the child is paramount in all decisions and actions.

## 3. Professional Integrity

Sun Play Therapy expects all staff, freelance practitioners, volunteers, trustees and representatives to demonstrate the highest standards of professional integrity at all times. Professional integrity underpins safeguarding, public trust, and the reputation of the organisation.

All individuals must:

### 3.1 Ethical Conduct

Act with honesty, transparency, and accountability in all professional duties.

Ensure that all actions are in the best interests of the child and aligned with Sun Play Therapy's safeguarding values.

Avoid any behaviour that could bring the organisation into disrepute.

Take responsibility for professional decisions and be open to supervision and review.



### **3.2 Accurate Representation**

Represent Sun Play Therapy accurately and professionally in all communications (verbal, written, digital, and public).

Only describe qualifications, training, and experience that are verifiable and current.

Not claim therapeutic, clinical, educational, or safeguarding authority beyond their competence or role.

Clearly explain their role to children, families, schools, and commissioners to avoid confusion or misinterpretation.

Immediately inform the Director of any changes to qualifications, registration status, or legal right to work.

### **3.3 Professional Competence and Scope of Practice**

Work strictly within their level of qualification, training, and competence.

Seek supervision, guidance, or referral where a child's needs exceed their expertise.

Not provide advice or interventions that fall outside their professional remit (e.g., clinical diagnosis, legal advice, medical advice unless qualified).

Engage in ongoing CPD (Continuing Professional Development) to maintain professional standards.

### **3.4 Professional Boundaries**

Maintain clear, appropriate, and consistent boundaries with children, young people, and families.

Avoid dual relationships that may impair professional judgement (e.g., becoming a family friend, providing private services outside Sun Play Therapy arrangements).

Not accept or offer personal gifts, loans, or financial arrangements with families.

Avoid emotional dependency or over-involvement that compromises objectivity.

Immediately report any boundary concerns to the Director or DSL.

### **3.5 Conflicts of Interest**

Declare any actual, potential, or perceived conflict of interest immediately.

Not engage in private arrangements with Sun Play Therapy-referred families without written authorisation.



Not use organisational information, contacts, or resources for personal business gain.

Disclose any personal relationships that may influence professional decision-making.

### **3.6 Financial Integrity**

Submit accurate session logs and invoices.

Record hours truthfully and in line with agreed contracts.

Not falsify attendance, session notes, or safeguarding records.

Not accept inducements, gifts, or incentives that could compromise professional impartiality.

### **3.7 Reputation and Public Trust**

Conduct themselves in a manner that maintains public confidence in Sun Play Therapy.

Avoid public comments (including online) that could damage the organisation's credibility.

Not share confidential or sensitive organisational matters externally.

Maintain a professional digital presence consistent with Sun Play Therapy's safeguarding ethos.

### **3.8 Duty to Report Concerns**

Raise concerns about unethical behaviour, safeguarding risks, or professional misconduct immediately.

Understand that failure to report serious concerns may itself constitute misconduct.

Cooperate fully with any internal or external investigation.

If professional integrity standards are breached, Sun Play Therapy reserves the right to initiate disciplinary procedures, suspension, contract termination, or referral to regulatory or statutory bodies where appropriate.

## **4. Safeguarding Responsibility**

All individuals working under Sun Play Therapy:

Must follow the Safeguarding Policy at all times

Must report concerns immediately to the Designated Safeguarding Lead (DSL)



Must not investigate safeguarding concerns independently

Must prioritise child safety over organisational reputation

Must maintain accurate, timely session records

Failure to comply with safeguarding duties may result in immediate suspension pending investigation.

## **5. Professional Boundaries**

Practitioners must:

- Maintain appropriate emotional and relational boundaries
- Avoid dual relationships that may impair professional judgement
- Not provide personal contact details to children
- Not engage with students or families via personal social media accounts
- Avoid home visits or unsupervised environments unless authorised and risk-assessed

Any boundary concern must be discussed with the Director or DSL.

## **6. Communication Standards**

- All communication must be:
  - Professional
  - Respectful
  - Non-judgmental
  - Culturally sensitive
  - Clear and documented where appropriate

This applies to communication with:

- Children
- Parents/carers
- Schools
- Local authorities
- Colleagues

Aggressive, dismissive, discriminatory, or unprofessional communication is not tolerated.

## **7. Equality, Diversity and Inclusion**

Sun Play Therapy is committed to anti-discriminatory practice.

Staff must:

1. Treat all individuals fairly and without bias
2. Respect protected characteristics under the Equality Act 2010



3. Use inclusive language
4. Challenge discriminatory behaviour appropriately
5. Adapt practice to meet individual SEND needs

## **8. Digital and Social Media Conduct**

1. Practitioners must:
2. Maintain a professional digital footprint
3. Avoid posting content that could damage Sun Play Therapy's reputation
4. Not share confidential information online
5. Follow GDPR and Data Protection requirements
6. Use only approved platforms for communication and session delivery

## **9. Confidentiality and Data Protection**

- All staff must:
- Comply with UK GDPR and Data Protection Act 2018
- Store records securely
- Share information only on a need-to-know basis
- Never discuss cases in public or informal settings
- Avoid discussing children or families in social spaces

Confidentiality may only be breached where safeguarding concerns require lawful disclosure.

## **10. Health, Safety and Risk Awareness**

Practitioners must:

Follow venue risk assessments

Adhere to lone-working procedures

Report accidents or incidents immediately

Carry appropriate identification and DBS evidence

Ensure environments are physically and emotionally safe

## **11. Financial and Ethical Conduct**

All representatives must:

Submit invoices honestly and accurately



Not accept gifts, incentives, or payments that may create conflict of interest

Not negotiate independent arrangements with Sun Play Therapy clients

Respect contractual agreements with Local Authorities

## **12. Environmental and Community Responsibility**

Sun Play Therapy promotes sustainable and community-conscious practice.

Practitioners are encouraged to:

- Minimise waste
- Use environmentally responsible materials
- Support local venues and resources where appropriate

## **13. Breach of Code**

Failure to adhere to this Code of Conduct may result in:

Informal discussion

Formal warning

Suspension

Contract termination


Referral to DBS or relevant professional bodies

Safeguarding breaches will always be treated as high priority.

## **14. Declaration**

All staff, freelancers, and volunteers must sign to confirm:

- They have read and understood this Code of Conduct
- They agree to uphold these standards
- They understand consequences of breach

Signature: 

Name: Sevcan Sungur – DSL/Founder

Date: 10/04/2026