



THE ETHICAL CODE AND CODE OF PRACTICE LSPs – Deafblind Manual

Introduction

In this document, the term LSP – Deafblind Manual means any person who is registered with CACDP by the ACE/Deafblind Registration Panel as a Member of the Register of LSPs – Deafblind Manual in accordance with the conditions of registration.

LSPs – Deafblind Manual are expected to abide by the Ethical Code and work to the Code of Practice for LSPs – Deafblind Manual. It is the view of CACDP that when LSPs – Deafblind Manual are managing training, supervising or mentoring other LSPs – Deafblind Manual, or are working with consumers, they abide by the Ethical Code and work to the Code of Practice.

Ethical Code

The Ethical Code sets out the principles that must underpin the work of the LSP – Deafblind Manual. The purpose of the Ethical Code is to ensure that the LSP – Deafblind Manual carries out his/her work with a due regard for the fundamental rights of deafblind and hearing people involved in, or affected by, all aspects of the communication process. The LSP – Deafblind Manual must be able to justify any course of action by reference to the ethical principles below.

The LSP – Deafblind Manual's duty is to:

- do no harm;
- be honest;
- keep their promises;
- act justly and fairly towards other people;
- respect the personal choices another person makes.

These five principles support the Code of Practice. Under the Complaints and Disciplinary Procedure the LSP – Deafblind Manual may be asked to explain why they have done something which seems to break the Code of Practice. They may defend their choice of action using the principles above. If there is conflict between the principles, principle one “do no harm” is the most important.

Issues of professional competence and practice and procedures that are specific to the role of a LSP – Deafblind Manual are covered by the Code of Practice.

Code of Practice

1. Status and Spirit of the Code

- 1.1 This Code gives standards of how LSPs – Deafblind Manual must behave and work. If they do not follow the Code when working, it may be necessary to investigate the behaviour and ability of the LSP – Deafblind Manual using the Complaints and Disciplinary Procedure.
- 1.2 If a way of behaving or working is not found in this Code, this does not mean that it cannot be used for disciplinary purposes. When they are working, LSPs – Deafblind Manual must keep to the content and spirit of the Code.
- 1.3 LSPs – Deafblind Manual must know about the Complaints and Disciplinary Procedure. They must co-operate with the ACE/Deafblind Registration Panel should an investigation be necessary. They will give this information to anyone who wants to know.

2. Definitions

- 2.1 'Consumer' means any person, or group of people, who use a LSP – Deafblind Manual.
- 2.2 'Work' means carrying out the activities of a LSP – Deafblind Manual or the teaching of LSPs – Deafblind Manual, or activities connected with it.
- 2.3 A 'LSP – Deafblind Manual' in this document, means a person who uses the Deafblind Manual alphabet when facilitating communication between a deafblind person and a hearing person.

3. Standards of Work

- 3.1 LSPs – Deafblind Manual will work as accurately as possible between deafblind and other people. They will not add anything or take anything away from the meaning and they will keep to the spirit of what is said.
- 3.2 LSPs – Deafblind Manual will use the Deafblind Manual chosen by the deafblind person at the speed which is best for them. They will give the mood of the situation and information about what can be seen, the way people are talking and background information.
- 3.3 If something difficult happens when working, the LSP – Deafblind Manual will say that they are having problems. They will try to overcome the problem in a professional way. If they cannot, they will stop working.

4. Acceptance of Work

- 4.1 LSPs – Deafblind Manual will only accept work, which they think they can do well.
- 4.2 If a suitable LSP – Deafblind Manual cannot be found, work may be accepted if all the people agree. They must be told of the risks and what might happen.
- 4.3 When the LSP – Deafblind Manual accepts work which may be difficult, the LSP – Deafblind Manual will think about the professional advice and guidance s/he can get from employers, mentors or other support networks.

- 4.4 When the LSP – Deafblind Manual accepts work s/he will say if s/he is a registered LSP – Deafblind Manual.
- 4.5 LSPs – Deafblind Manual may refuse (say no to) work they do not want. They do not need to say why.
- 4.6 When LSPs – Deafblind Manual have accepted work they will not cancel without a good reason. If the LSP – Deafblind Manual cannot go, they will tell the person who made the booking and explain to the people involved quickly. The LSP – Deafblind Manual will be responsible for trying to find another suitable LSP – Deafblind Manual to do the work for them.
- 4.7 LSPs – Deafblind Manual must not pass on an assignment to another LSP – Deafblind Manual without the agreement of the people involved.
- 4.8 LSPs – Deafblind Manual will ask to be paid in a professional way. They will agree the amount to be paid and working conditions when they accept the work. These cannot be changed later. Any problems after the work should be resolved with the person who booked the LSP – Deafblind Manual. This may not be the deafblind person.

5. Confidentiality

- 5.1 Any information LSPs – Deafblind Manual learn when working, will be confidential. This includes telling others that they are doing a particular job.
- 5.2 Evidence may be needed for training or assessment, e.g. NVQ witness statements. The LSP – Deafblind Manual will respect the consumer's right to confidentiality. The LSP – Deafblind Manual can leave out agreed information or the consumer may agree to a prepared statement.
- 5.3 They may also give information from their work if they could be prosecuted for not doing so or if asked to by law.
- 5.4 They may also give information to protect the welfare of an individual or the community.
- 5.5 Information given in public is not confidential.

6. Impartiality

- 6.1 LSPs – Deafblind Manual will not give advice or their own opinion about what is being discussed or about people in the room when working.
- 6.2 LSPs – Deafblind Manual will be impartial (fair) and show no bias or preference to either side when communicating.
- 6.3 LSPs – Deafblind Manual will not work in any situation when people could question their impartiality.
- 6.4 LSPs – Deafblind Manual will not benefit unfairly from any information learned while they are working.
- 6.5 LSPs – Deafblind Manual will say if they have any business, financial or other interest that might make it difficult to be impartial (fair). They will say before the work starts or as soon as possible.

7 Professional Behaviour and Relationships

- 7.1 LSPs – Deafblind Manual will support the reputation of LSPs – Deafblind Manual and improve their professional standards and status. They will not do anything to damage the profession.
- 7.2 LSPs – Deafblind Manual will respect the ethics and the working practices of other professions.
- 7.3 LSPs – Deafblind Manual will try to be sure that the environmental conditions are as good as possible when working.
- 7.4 LSPs – Deafblind Manual will dress properly all the time. Many deafblind people like LSPs – Deafblind Manual to wear dark, plain colours. Jewellery on hands and wrists can get in the way. The LSP – Deafblind Manual will ask, when booking, what the deafblind person likes.
- 7.5 LSPs – Deafblind Manual may advertise their services, but what is advertised must be accurate, relevant and must not mislead. It will not be harmful to deafblind people or the profession.
- 7.6 LSPs – Deafblind Manual will help each other when working together.
- 7.7 LSPs – Deafblind Manual will co-operate with other Language Service Professionals (e.g. BSL/English Interpreters, Lipspeakers, Speech to Text Reporters) when working, and make sure they do not do anything that makes it difficult for them to carry out their work.
- 7.8 If the LSP – Deafblind Manual is working with a deafblind person, it is part of their job to guide at the place where s/he is working. It may not be part of the job to guide the deafblind person **to and from** that place. The LSP – Deafblind Manual and all the people must agree this from the beginning of the assignment.
- 7.9 The LSP – Deafblind Manual has a right to breaks. If the deafblind person has other help at lunch and going to the toilet, the LSP – Deafblind Manual may also have meal breaks. The breaks and the person who will support the deafblind person in the breaks, must be agreed when booking the work.

8. Professional Development

- 8.1 LSPs – Deafblind Manual will try to improve and develop their skills and knowledge. They will try to take any training and development opportunities offered to them.
- 8.2 LSPs – Deafblind Manual will encourage and help other LSPs – Deafblind Manual with their professional development. They will try to make opportunities for new LSPs – Deafblind Manual to learn.