

Code of good practice (Appendix 1)

Good practice safeguards people who may be vulnerable. It also protects staff from being wrongly accused of abuse or misconduct. The following guidelines are intended to be a common sense approach that both reduce opportunities for the abuse of young people and adults at risk and help to protect staff from any false allegation. The behaviour of all staff should be above reproach.

You **should**:

- Treat all young and vulnerable people with respect and respect their right to personal privacy.
- Be aware that contact with a child or adult at risk via email and/or other electronic media (such as Facebook, or Twitter), may be misinterpreted (for example, as an 'unsupervised one to one').
- Ensure that, whenever possible, there is more than one adult present during activities or that you are within sight or hearing of others.
- Exercise caution when discussing sensitive issues with children or adults at risk.
- Exercise caution in initiating any physical contact with a young person or adult at risk
- Operate within the guidance offered by this Code.
- Challenge all unacceptable behaviour and report all allegations or suspicions of abuse. Speak to your line manager or Safeguarding Officer.
- Avoid as far as possible situations where you are alone with a child or adult at risk who is not accompanied by a responsible adult.
- Always respect diversity and the fact that all children or adults at risk from whatever background are entitled to equal protection and care
- Challenge aggressive or antagonistic behaviour and the use of inappropriate or offensive language either by or in the presence of a child or adult at risk; however, this should not be allowed to escalate into an aggressive or violent confrontation.

You **should not**:

- Meet with a child or adult at risk outside of organised activities
- Take young people or adults at risk alone in a car journey.
- Take young people or adults at risk to your home.
- Engage in physical or sexually provocative games including horseplay.
- Allow or engage in inappropriate touching of any form.
- Physically restrain a child or adult at risk unless the restraint is to prevent physical injury of the child or adult at risk or others.
- Make over-familiar or sexually suggestive comments or approaches to a young person or adult at risk.
- Let allegations, over familiar or sexually suggestive comments, approaches or inappropriate behaviour, made by a young person or adult at risk go unchallenged or unrecorded.
- Do things of a personal nature that young people or adults at risk can do for themselves.
- Take photographs, videos or other images of a young person without the express permission of their parents.

Give a child or adult at risk a gift of any kind or accept one from a person in their care. All offers of gifts should be reported to your line manager or designated safeguarding officer.