

Practical Guidelines:

- Do not allow yourself to be in a situation where you are alone with a child or vulnerable adult, unless you have the appropriate DBS check in place.
 - Always try to ensure that you are within sight of other team members when supporting a child or vulnerable adult.
 - If a child or vulnerable adult or specifically asks for or needs some individual time with you, ensure other staff or volunteers can see you.
 - Ensure that you know where the exits are in a room and that you can safely leave if you need to.
 - Conduct meetings with a child or vulnerable adult either with another staff member or volunteer present or in an open environment eg. leave door open.
 - Do not hold meetings when lone working.
 - Do not use touch as a form of communication, even to comfort a child or a vulnerable adult.
- Do not engage in unacceptable behaviour eg. rough physical games, sexually suggestive comments, inappropriate language, inappropriate activities of a personal nature for a child or vulnerable adult.
 - It is very unlikely you will be asked to provide personal care, however if this is required you must receive appropriate training for activities which must be part of a documented personal support plan for the child or vulnerable adult concerned.

Upholding this code of conduct:

You should always follow this code of conduct. If it is alleged that you have behaved inappropriately you may be asked to stand down from your volunteering role, and staff may be subject to disciplinary procedures. If you become aware of any breaches of this code, you must immediately report them to your team leader/safeguarding team who will address the concern appropriately in line with our policies and procedures.

LCC Safeguarding Code of Conduct for Staff & Volunteers working with Children and Vulnerable Adults

Introduction:

For the purposes of this document a vulnerable adult is aged 18 or over who has defined care & support needs, a “child” is anyone under the age of 18.

We respect and value all children and adults and are committed to providing a caring, friendly, and safe environment.

We believe that every person should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every member of staff and volunteer.

We recognise our responsibility to safeguarding all who access our activities and promote their welfare by protecting them from physical, sexual, and emotional abuse, neglect and bullying.

Your role:

In your role you are acting in a position of trust and have a duty

of care towards vulnerable adults and children we work and volunteer with.

As part of your role, we expect that you will model our values and ways of working including equitable and inclusive behaviours.

As a person acting in a position of trust you have a duty and responsibility to act appropriately.

If you are unsure about your responsibilities to children or vulnerable adults, or have questions about someone’s specific additional support needs, you should raise them immediately with your team leader.

We will provide safeguarding training to all staff and volunteers working with vulnerable adults or children, and any additional training as deemed necessary.

Responsibilities:

You are responsible for:

- Prioritising the welfare of, and creating a safe environment for, children and vulnerable adults.
- Ensuring equipment is safe to use, and only used for its intended purpose.
- Having good awareness of safeguarding issues, have read and understood the organisation's safeguarding policy, and know what to do if you have a concern or if someone makes a disclosure.

To do this you should:

- Follow our principles, policies and procedures.
- Be aware of and stay within the law.
- Model positive appropriate behaviour for children and vulnerable adults to follow.
- Challenge unacceptable behaviour and report and breaches of this safeguarding code of conduct.
- Report all disclosures or concerns about abuse,

following our safeguarding policies and procedures; this includes behaviour displayed by an adult or child, directed towards people of any age.

- Consider your own possible biases or value judgements that may influence your choices and decisions.

Rights:

You should:

- Treat children and vulnerable adults fairly, without prejudice or discrimination.
- Understand that children and vulnerable adults are unique people with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief as well as no belief.
- Challenge discrimination and prejudice in all forms.

Relationships:

You should:

- Promote relationships that are based on openness, honesty, trust and respect.

- Promote inclusivity and belonging for everyone.
- Be patient with others.
- Exercise active listening skills and empathy when disclosures are shared by children or vulnerable adults.
- Ensure contact with children and vulnerable adults is appropriate, person-centred and considers the needs of the individual, respecting personal boundaries.
- Ensure that whenever possible, there is more than one adult present during activities with children and vulnerable adults.

Respect:

You should:

- Listen to and respect the views and experiences of children and vulnerable adults.
- Value and take seriously the contributions of children and vulnerable adults.
- Respect the right to personal privacy for children and vulnerable adults, maintaining their safety and the safety of others.

Unacceptable behaviour:

When working with children and vulnerable adults, you must NOT:

- Allow concerns or disclosures to go unreported.
- Take unnecessary risks.
- Abuse your position or trust.
- Develop inappropriate relationships with children or vulnerable adults.
- Make promises or agree to keep secrets.
- Engage in behaviour that is in any way oppressive or abusive.
- Give your personal contact details to a child or vulnerable adult or contact them via your personal social media account.
- Act in a way that can be seen as threatening or coercive.
- Patronise or belittle the views or experiences of children or vulnerable adults.
- Make sarcastic, insensitive, inflammatory, or derogatory remarks.
- Make suggestive comments or gestures.