



# Belleville Safeguarding Code of Conduct

## ALWAYS:

- ✓ ...treat all children, regardless of race, disability religion or belief, gender, sexual orientation, equally and with respect and dignity;
- ✓ ... ensure the child's welfare comes first and record and pass on any concerns to the Designated Safeguarding members of staff as soon as possible;
- ✓ ...work in an open environment. Avoid private or out of sight locations, encourage open communication and where appropriate keep doors open;
- ✓ ... speak clearly, without whispering, so that children do not need to come too close to hear;
- ✓ ...avoid spending time alone with individual children away from others unless necessary or unavoidable;
- ✓ ...ensure there are two adults together if changing a child who has wet or soiled themselves, ideally the child should do as much of the changing as they are able to for themselves;
- ✓ ...when having a meeting with a child/parent/carer, sit facing the door so that this can be monitored and help given if necessary;
- ✓ ...be aware of the impact of proxemics; maintain safe and appropriate distance; know where and how to place your body;
- ✓ ... avoid touching children if possible and if a child seems uncomfortable: stop. NB/ if touching is necessary as part of positive handling verbalise to the child what you are doing;
- ✓ ...maintain professional boundaries, this means using a specific mobile number or email address for work boundaries rather than personal details, and not sharing social networking details (pupils and parents/carers);
- ✓ ...present as an exemplary role model by not smoking or drinking alcohol, swearing, allowing suggestive conversations or jokes or wearing less than professional clothing when in the company of a pupil;
- ✓ ...seek to be enthusiastic and constructive when giving feedback rather than making overly negative or critical remarks;
- ✓ ... record any injury that occurs and seek attention from a qualified First Aider or parent/carer.



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### NEVER:

- ✘ ...allow allegations made by a child to go unrecorded or not acted upon swiftly (this applies to any form of abuse or bullying).
- ✘ ...promise confidentiality to a child making an allegation or disclosure.
- ✘ ...lock doors
- ✘ ... impose humiliating or power-based punishments on a pupil or intentionally reduce a child to tears;
- ✘ ...engage in rough, physical or sexually proactive games, including horseplay;
- ✘ ...allow or engage in any form of inappropriate touching;
- ✘ ...share a bedroom with a pupil;
- ✘ ... allow children to use inappropriate language unchallenged;
- ✘ ... make sexually suggestive comments to a young person, even in fun;
- ✘ ...engage in any form of relationship, sexual or otherwise, with a young person you work with even if they are over the age of consent, but under 18 (older with vulnerable adults);
- ✘ ...do things of a personal nature for children or disabled young people that they can do for themselves;
- ✘ ...invite or allow children to stay with you at your home unsupervised;
- ✘ ...share private email addresses with pupils;
- ✘ ... 'friend' a child on their Facebook or yours or any other social networking sites; social media can blur boundaries;
- ✘ ...keep photographs or videos of pupils on your phone; upload them onto the school system for school use and delete.
- ✘ ...seek physical contact. Try to gently discourage contact rather than reject students. Never allow physical contact when you are alone. Model appropriate contact, e.g. shaking hands or patting the shoulder.
- ✘ ...pick up or carry a child unless unavoidable in an emergency (i.e. they are in danger and incapable of moving away themselves)
- ✘ ...sit children on your lap, if a child needs comforting sit them alongside you;
- ✘ ...take a pupil in your car, but where this is unavoidable:
  - prepare a risk assessment
  - ensure your insurance covers business passengers and musical instruments (NB This may be a very good reason for not being able to take students in your car)
  - obtain parental permission, preferably in writing
  - take more than one person
  - sit child in the back
  - travel directly to the destination
  - keep conversation professional