

# Safeguarding Code of Conduct

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# Safeguarding Code of Conduct

## Purpose

The aim of this Code of Conduct is to ensure that all colleagues involved in EBP programmes understand the importance of protecting both themselves, their colleagues and the children and young people participating in the programmes.

The Code of Conduct outlines our expectations and offers guidance on situations that may occur whilst working with children and young people both face to face and on-line.

It should be read in conjunction with our Safeguarding Policy, Disciplinary Policy and the Whistleblowing Policy, all of which are in the staff handbook.

## Definitions

**Safeguarding** means protecting children and young people from maltreatment, preventing impairment of their mental and physical health or development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care.

**Child or Young Person** is anyone who has not yet reached their 18th birthday.

## Our Safeguarding Principles

- The welfare of the child or young person is paramount.
- Robust steps will be taken to protect children and young people from abuse.
- EBP staff will respect the rights, wishes and feelings of children and young people engaging with our programmes.
- All suspicions and allegations of abuse will be taken seriously, and immediate and appropriate action will be taken.
- EBP staff are responsible for highlighting and reporting safeguarding concerns.
- EBP staff have the right to report concerns or suspicions about another individual in confidence and free from harassment.
- EBP will work in partnership with our commissioning schools and all relevant external stakeholders to support their safeguarding policies.

## Your Safeguarding Responsibilities

In line with best practice, EBP will ensure that arrangements are in place to reflect the importance of safeguarding and to promote the welfare of all children and young people engaged with our programmes.

### You are expected to:

- Treat all children and young people equally and with dignity and respect.
- Be a positive role model for children and young people.
- Be professional at all times and always consider whether your actions are warranted, proportionate and safe.

- Ensure that your behaviour outside of work does not give cause for concern or indicate that you may be unsuitable to work with children and vulnerable adults. This includes your digital footprint.
- Inform the organisation of any relevant police record, investigation, disciplinary action, or any change in your circumstances which may impact your suitability to work with children.
- Recognise that any role that interacts with children and young people places you in a position of trust and you must undertake to uphold that trust at all times.
- Maintain the confidentiality of any information relating to other stakeholders made available to you in the course of any engagement with children and young people, as long as this does not conflict with our safeguarding or whistleblowing policies.
- Remember that interactions between you and children or young people involved in our programmes must be such that no reasonable person observing that interaction could construe its nature as inappropriate.
- Use appropriate language when conversing with children and young people and exercise caution when discussing sensitive issues.
- Understand that children and young people behaving inappropriately can sometimes be an indicator of abuse or neglect. Where a child is displaying inappropriate behaviour, colleagues must end the interaction and make a record of the behaviour before immediately notifying the Designated Safeguarding Lead (DSL) at EBP or at the school leading the activity.
- When conducting online sessions, make sure that your appearance and background are professional (blurred) and treat the interaction as you would a face-to-face session. If the session is to be recorded for quality purposes, always make sure you have the consent of the student and their parents/carers/guardians. Further details are available at (insert document link).
- Ensure that you have the appropriate permission from any partner school, and EBP before taking photos and sharing information about the sessions you have led or group of children and young people you have supported. Photos and information must never be shared on your own personal social media accounts.
- Ensure that your own personal social media accounts and platforms are set to the highest level of security and that you cannot be easily traced or identified. Any personal political or religious views must not be shared on sites that could link you to EBP. Children and young people may sometimes develop 'attachments' to advisors and support workers so it is important that they are not able to trace you outside of the classroom/programme environment.
- Always use EBP's professional e-mail if you must contact a child or young person. Never have any contact with children or young people via personal phone, personal email, any other messaging service or social media, including but not limited to WhatsApp, Snapchat, Facebook, Twitter, and LinkedIn. If a child or young person you are or have been working with contacts you, either through social media or by phone, please explain that you are not allowed to communicate with them outside of the programme and then report the matter to the Designated Safeguarding Lead.
- Only meet children or young people in person in a public place and when the school activity requires it, for example in a classroom. For specific activities such as careers guidance and mentoring it may be appropriate to have a meeting in a quiet space, however, always make

sure that the room has windows or vision panels in the door and that other members of staff can see you. Where the room does not have windows/vision panels, ensure that the door is left ajar.

- Report all safeguarding concerns no matter how small. All staff have a responsibility to be mindful and aware of children and young people's safeguarding issues when mentoring and supporting. Whilst it is not the member of staff's responsibility to decide whether the potential safeguarding incident requires investigation or further action, they do have a responsibility to act on any concerns by escalating the matter and informing the school DSL or EBP's DSL immediately.
- Use EBP's whistleblowing procedures where an allegation or complaint arises about the behaviour of another volunteer or member of staff or where you believe that your concern has not been taken seriously.
- Comply with any requests for a Disclosure and Barring Service (DBS) check. EBP will advise you of the level of DBS certificate you need and will submit the supporting evidence as required. Any role which involves contact with children will require an enhanced DBS with Barred List Check. Staff will be required to join the DBS Update Service which enables our partner schools and colleges to make up to date checks at any time. Schools and Colleges that you work with will be provided with all the relevant information relating to safeguarding, for example, your DBS number, a photograph, confirmation of recent safeguarding training and that you have read Part 1 of Keeping Children Safe in Education.

## **Prohibited Behaviour and Actions**

### **Staff must NOT under any circumstances in a work capacity:**

- Invite children or young people to their home. We are aware that people outside of work, have genuine relationships with parents/carers/guardians and their children/young people (E.g. friends). If you feel that there could be a 'conflict of interest,' please discuss this with your line manager.
- Visit children or young people in their own homes, except where it has been agreed by the school and by EBP, for example, visiting children or young people who are undertaking supported work experience (staff carrying out these visits must be accompanied by a member of staff from the student's school and/or a social worker and the parents of the student must be present).
- Offer a child or a young person a lift in a car. (There will be occasions when this is necessary, for example to take a student to an interview or to make sure that they get back to school or home safely). Where lifts are given, permission must be obtained from the parents and approved by the school and EBP. A second adult must be present in the vehicle and the driver must have business insurance in place.
- Behave in any way, physically or verbally, that could be offensive to a child or young person or make them feel uncomfortable.
- Make any kind of physical contact with a child or young person that would be considered inappropriate within a school or business environment. For example, shaking hands at the beginning and end of a meeting is acceptable. Hugging or kissing a child or young person is not. Any inadvertent physical contact that could be misconstrued must be reported to the DSL immediately.
- Befriend a child or young person with the intention of forming a relationship with that child or young person.

- Smoke, vape or drink alcohol in the presence of children or young people or supply them with these substances. When out socially where you may be smoking, vaping or drinking alcohol be aware that there may be people around you who know you from an education setting and your conduct, even though off duty may be discussed or commented on.
- Allow their personal beliefs to exploit a child or young person's vulnerability.
- Incite a child or young person to break the law.

## **Virtual and online sessions**

As online activity becomes an increasingly important part of our education system, it is important that we apply the same principles of safeguarding to these sessions as we would to face to face sessions. As you are the trusted adult, it is your responsibility to protect them from online harms during your session. The following rules are intending to protect both children and young people and the staff that support them.

- One to one online sessions held with children and young people must be planned with a parent/carer/school contact. The parent/carer/school contact must be the main contact setting up the session, and they should remain available throughout the call. (Please refer to EBP's Policy and Guidance Document: Virtual Delivery Guidance v1.2)
- The session must take place in an open space where other members of the household are present. For example, in the family kitchen/dining area. No virtual or on-line sessions must take place in rooms with closed doors or in a child/young person's bedroom.
- Staff should make sure that their delivery location is appropriate, for example, not in bedrooms; and the background of the room should be blurred to avoid any identifying information being shared.

## **Summary**

We all want what is best for the children and young people we work with. Coaching, supervising, mentoring, offering advice and guidance provides us with the privileged position of making a difference and helping children and young people to achieve and be successful. This responsibility comes with an expectation that we conduct ourselves in the best possible way and be a role model both in work and out of work. If you feel at any time, that something that you have said or done does not meet these standards, please report it to the DSL so that we can support both you and others involved.

**In signing this form, I agree to be mindful of child protection and safeguarding and will adhere to this Safeguarding Code of Conduct.**

**Name:**

**Date:**

**Signature:**

**Reviewed: November 2023**

**Due to be Reviewed: November 2024**