



CODE OF BEHAVIOUR WHEN WORKING WITH CHILDREN

DO

- 1) Make sure all staff and volunteers at your group have read and understand the Child Protection Policy and Procedure to report child protection cases appropriately.
- 2) Treat everyone with respect. Don't promise confidentiality when it cannot be upheld.
- 3) Provide an example you wish others to follow.
- 4) Plan activities which involve more than one adult being present or at least within sight or hearing of others.
- 5) Respect a person's right to personal privacy.
- 6) Encourage young people and adults to feel comfortable and caring enough to point out attitudes and behaviour they do not like.
- 7) Remember someone might misinterpret your actions and your comments no matter how well intentioned.
- 8) Recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- 9) Have separate sleeping accommodation for leaders and male and female young people on residential and ensure all reasonable precautions are taken to protect young people from 'outsiders'.
- 10) Be aware of the possible implications of physical contact with young people (dancing/games).
- 11) CRB check all staff and volunteers working with young people.
- 12) Create an environment where young people are encouraged to talk about themselves, their lives and any concerns they may have – listen to them.
- 13) Seek the permission of parent/ guardian before using photographs/ images of children and young people.

DO NOT

- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying and racial taunts).
- 14) Jump to conclusions.
 - 15) Allow yourself to be drawn into any inappropriate attention seeking behaviour by young people such as tantrums or crushes. Think about your own behaviour.
 - 16) Exaggerate or trivialise child abuse issues.
 - 17) Show favouritism to any individual.
 - 18) Make suggestive remarks or gestures.
 - 19) Rely on your good name to protect you.
 - 20) Believe 'it couldn't ever happen to me' (both dealing with abuse or being accused of).
 - 21) Take children to your home or on a car journey, however short.
 - 22) Add children or young people to any social networking sites that you belong to.

DO NOT APPROACH A SUSPECTED ABUSER YOURSELF.

DO NOT INVESTIGATE – REPORT

WHAT TO DO

DO

1. Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
2. Tell the child they are right to tell you.
3. Reassure them that they are not to blame.
4. Be honest about your own position, who you have to tell and why.
5. Tell the child what you are doing and when, and keep them up to date with what is happening.
6. Take further action – you may be the only person in a position to prevent further abuse – tell your Child Protection Representative immediately.
7. Write down everything that was said and done.

DO NOT

1. Make promises you cannot keep.
2. Interrogate the child – it is not your job to carry out an investigation. This will be up to the Police and Social Services, which have experience of this.
3. Cast doubts on what the child has told you, don't interrupt or change the subject.
4. Say anything that makes the child feel responsible for the abuse.
5. Do nothing – make sure you tell your Child Protection Representative immediately.

Remember, you always have a duty to make sure concerns are reported, so that appropriate action can be taken.

Tell your Child Protection Representative, he/she will be able to get further advice and/or refer the situation to Social Services or the Police.

If for any reason you cannot tell the Child Protection Representative, they may be on leave or the disclosure may concern them, then you should talk to someone else within your project or contact the NSPCC helpline on 0808 800 5000 for advice.

KEEPING A RECORD

In the event of suspected child abuse or disclosure from a child, projects must take a record that includes:

- Name of child.
- Parent's/ carer's details.
- The child's address.
- Relevant phone numbers.
- What is said to have happened, or what was seen.
- When it occurred.
- Who else was present?
- What was said by those involved?
- Whether there was any actual evidence, e.g. bruises, bleeding or changed behaviour.
- Who has been told about it?
- Who was concerned?
- Was the child able to say what happened?

Useful Contacts/Numbers

NSPCC Helpline—0808 800 5000 www.nspcc.org.uk

Childline – 08001111

Telford & Wrekin Council – for advice, guidance or referral. Tel:01952 385385

West Mercia Police – 0300 333 0000