Safe Working Practice September 2024

All members of staff volunteers and students will be asked to sign this code of practice as part of their induction. They will be expected to abide by it at all times. It is important that adults conduct themselves in a way which minimises the risk of finding themselves the subject of a child protection or criminal allegation.

All staff, volunteers and students should:

* Work in an open and transparent way, avoiding any actions that would lead to a reasonable person to question their motivation and/or intentions.
* Dress appropriately for your role.
* Avoid unnecessary physical contact with children. If physical contact is made:
1. Ensure you are aware of and understand the rules concerning physical restraint
2. Where it is essential for educational or safety reasons, gain child’s permission for that contact wherever possible
3. To remove a child from a dangerous situation or an object from a pupil to prevent either harm to themselves or others, then this should be recorded and reported to the Manager.
4. It should not be secretive, even if accidental contact was made, it should be reported.
* Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to:-
1. Accepting regular gifts from children
2. Giving personal gifts to children
* Recognise their influence and not engage in activities out of school that might compromise their position within the club.
* Not establish or seek to establish social contact with children outside of the club. This includes:-
1. Communication with children in inappropriate ways, including personal emails and mobile phones
2. Passing your home address, personal phone numbers, e-mail address or other personal details to children
3. The transportation of pupils in your own vehicle without prior management approval
4. Contact through social networking sites or other internet based communications
* Avoid volunteering to house children overnight.

All staff, volunteers and students

* Only use e-mail contact with pupils and parents via the club’s system.
* Be careful about recording images of children and do this only when it is an approved activity. This can only be done on a device owned by the club when parents/carers have given their express permission.
* Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
* Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed club plan with parents/carers.
* Only arrange to meet with children in closed rooms when senior staff have been made aware of this in advance and given their approval.
* Not access inappropriate material via the internet.

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* Not allow boundaries to become blurred and unsafe in more informal settings such as trips out etc.
* NEVER use physical punishment of any kind.

Informing the Manager - All staff, volunteers and students should inform the Manager if:-

* There are any incidents or issues that might lead to concerns being raised about your conduct towards a child.
* There is any suggestion a child may be infatuated with you or taking an above normal interest in you.

For more information on safe working practice see “Guidance for Safer Working Practices for Adults who work with Children and Young People”.

I confirm that I have read and understood this code of practice.

By signing this form I am agreeing to abide by the expectations and to follow all guidance.

Name ………………………………………………………………………………………………………………………………………….

Role …………………………………………………………………………………………………………………………………………..

Signature ………………………………………………………………………………………………………………………………………….

Date ………………………………………………………………………………