

Code of conduct for adults working with children and young people

As a result of you agreeing to work in partnership with our organisation, you are in a position of trust in relation to the children and young people you will be working with. Maintaining clear professional boundaries is vital in ensuring the session or placement is a safe and productive environment for **both you and the child/young person**. We ask all adults working in partnership with us to read the following guidance and confirm that they will work in accordance with this.

1. TOUCH

There may be times when you need to touch a young person. For example, when you are guiding them in carrying out technical operations, however this should be kept to a minimum.

2. BEHAVIOUR

It is important to reassure a young person who may be nervous, but you should avoid being over familiar with a student.

3. ENVIRONMENT

Where possible avoid being on your own in an isolated or closed environment with the student.

4. TRAVEL

Ensure there is a known destination and check in times with a third party in a situation when a child/young person will be travelling alone with an adult.

5. USE OF ONLINE TECHNOLOGIES, INCLUDING MOBILE PHONES

You should not request or respond to any personal information from children or young people other than that which may be necessary in your professional role. You should not give out personal contact details to children or young people. You should not initiate or accept any 'friend requests' via social media networks for children and young people you are working with.

6. SOCIAL CONTACT OUTSIDE OF THE WORKPLACE

Once the activity has finished this is the end of your contact with the child/ young person. You should not actively seek to continue this contact outside of the workplace.

It is a criminal offence to attempt to engage in unsupervised work with children and young people if you have been placed on the barred list*

Your responsibility to report concerns

Everyone who works with children or young adults under the age of 18 is responsible for safeguarding them and promoting their welfare. Working in partnership with Education Business Partnership (EBP) you have a duty of care for the children and young people you come into contact with.

There may be times when you have concerns about a child /young person who you are working with. This may be something you over-hear, a direct disclosure of abuse, noticing a mark / injury or you may have noticed a change in their behaviour.

If you are at all worried about the child's/young person's safety or well-being **please report directly to a member of the EBP's safeguarding team.** (See the EBP's safeguarding and child protection policy and procedures – available on the EBP website). It is not your role to question the child or young person.

No matter how small you think the concern might be, you may have a piece of a much larger jigsaw. It is vital that you report your concerns as soon as possible.

If you have concerns about the conduct of another adult who is working with children and young people you also have a duty to report this as soon as possible to a member of the EBP's safeguarding team. Do not confront the adult directly.

If you have any questions about any of the content outlined here please speak to a member of the EBP's safeguarding team.

Please remember the following:

- **You must never keep a secret.**
- **You must refer. You must not investigate.**
- **Never leave an issue overnight**

Additional Points of Reference

- EBP Safeguarding and Child Protection Policy and Procedures (Jan 18)
- Safer Working Practice Guidance for Adults Working with Children and Young People (Oct 15)
- *Information about the Children's Barred List
<https://www.gov.uk/government/collections/dbs-referrals-guidance--2>

DECLARATION:

By responding to EBP to confirm receipt of this Code of Conduct you are confirming that:

- **you have read and understood this document**
- **you agree to adhere to this guidance at all times while working with children/young people via EBP**
- **you have read, understood and accepted EBP's Safeguarding & Child Protection Policy and Procedures**
- **you are not on the Children's Barred List**