



## Tang Hall Community Centre

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## Safeguarding: Safe working practice

It is essential that all staff are conscious of how they should conduct themselves to minimise the risk of finding themselves the subject of any child protection or safeguarding processes.

All staff should be aware of the following summary of things to do and not to do when working with children:

### DO

- Read and follow these procedures.
- Report to the Centre Manager any concerns about child welfare/safety.
- Report to the Centre Manager (or Chair of Trustees if it regards the Centre Manager) any concerns about the conduct of other staff/volunteers/contractors.
- Record in writing all relevant incidents.
- Work in an open and transparent way.
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child or vulnerable adult.
- Report to the Centre Manager any incidents that suggest a child may be infatuated with you or taking an above normal interest in you.
- Dress appropriately for your role.
- Do not use e-mail contact with children.

- Avoid unnecessary physical contact with children.
- Ensure you only use physical restraint as a last resort based on an assessment of immediate risk, use the minimum amount of force necessary, and NEVER use it as a form of punishment.
- Where physical contact is essential for educational or safety reasons, gain the individual's permission for that contact wherever possible.
- Allow all people to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations with children.
- Avoid volunteering to house children overnight.
- Be careful about recording images of children and do this only when it is an approved activity in line with Tang Hall Community Centre procedures.
- Contact your professional association or trade union (if applicable) if you are the subject of concerns or allegations of a child protection nature.
- Fully co-operate with any investigation into child protection issue.
- Listen to children when they express concern (rumours) about staff or volunteers which might appear to be just that, and check facts verses fiction.

## **DO NOT**

- Take any action that would lead a reasonable person to question your motivation and/or intentions.
- Misuse in any way your position of power and influence over children.
- Use any confidential information about a child or vulnerable adult to intimidate, humiliate or embarrass them.
- Engage in activities out of the workplace/setting that might compromise your position with children or young people.
- Establish or seek to establish social contact with children outside of the workplace or setting.
- Accept regular gifts from children.
- Give personal gifts to children.
- Communicate with children in inappropriate ways, including through the media of personal e-mails, social networking and mobile telephones.

- Pass your home address, phone number, e-mail address or other personal details to children or young people.
- Make physical contact secretive.
- Arrange to meet with children in closed rooms without other staff being made aware of this in advance.
- Use physical punishment of any kind.
- Confer special attention on one child unless this is part of an agreed plan or policy.
- Transport children or vulnerable adults in your own vehicle without prior management approval.
- Take, publish or share images of children where they can be identified without their parents' permission.
- Access abuse images (sometimes referred to as child pornography) or other inappropriate material.
- Abuse your position of trust with children or young people.
- Allow boundaries to be unsafe in more informal settings such as trips out.