



GREENE'S TUTORIAL COLLEGE
————— Oxford —————

Safeguarding & child¹ protection

Staff² code of conduct

This Staff code of conduct forms part of the college's "Safeguarding & child protection policy and staff procedures"

Developed from: "Guidance for Safer Working Practice for Adults who Work with Children and Young People." (2019) Department for Children, Schools and Families (DCSF)

Last reviewed: August 2019

¹ In this policy a child is defined as anyone who has not yet reached their 18th birthday. "Child" also means "children" and/or "young people" throughout.

² Staff includes all adult staff on or off site working with any children who are enrolled as students at Greene's; and includes permanent and temporary employees as well as regular ancillary staff and volunteers; and – in this document – includes all tutors.

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Overview

In their work, all Greene's staff have a duty of care to safeguard and promote the welfare of children and young people with whom they come into contact.

We expect that all staff when working with children act professionally and aim to provide a safe and supportive environment that secures the well-being and very best outcomes for the children and young people in their care. It is also recognised that in this area of their work tensions and misunderstandings can occur. It is here that the behaviour of staff may give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and – despite our best measures of prevention – there may be staff who will deliberately seek out, create or exploit opportunities to abuse children. It is therefore essential that all possible steps are taken to safeguard children and young people and ensure that the staff working with them are safe to do so.

This code of conduct aims to address concerns regarding the potential vulnerability of staff working at Greene's. It also aims to provide clearer advice about what constitutes illegal behaviour and what might be considered as misconduct. The code of conduct provides practical guidance for all staff regardless of their role, responsibilities or status. It seeks to ensure that the duty to promote and safeguard the wellbeing of children is in part, achieved by raising awareness of illegal, unsafe and inappropriate behaviours.

It is recognised that the guidance in this code cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene guidance given by Greene's. It is expected that in these circumstances staff will always advise the designated member of staff at Greene's of the justification for any such action already taken or proposed.

Staff have a duty to be familiar with the Greene's 'Safeguarding & child protection policy and staff procedures' and other documentation and procedures in place for safeguarding the welfare of children and young people. Staff have a duty to report any child protection or welfare concerns to the designated member of staff at Greene's and in line with our 'Safeguarding and child protection policy'. Staff should also know how to access the Oxfordshire Safeguarding Children Board policy and procedures for managing allegations against staff

It is important that all staff at Greene's understand that the nature of their work and the responsibilities related to it place them in a position of trust. This code of conduct provides advice on appropriate and safe behaviours for all staff in a wide range of settings.

The code of conduct aims to:

- keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- assist staff working with children to work safely and responsibly and to monitor their own standards and practice;
- set clear expectations of behaviour and/or codes of practice relevant to Greene's;
- provide a clear message that unlawful or unsafe behaviour is unacceptable and that,

- where appropriate, disciplinary or legal action will be taken;
- support safer recruitment practice;
 - minimise the risk of misplaced or malicious allegations made against staff; and
 - reduce the incidence of positions of trust being abused or misused.

Conduct for safer working practices

1. Context

<p>All staff who work with children and young people have a crucial role to play in shaping their lives. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. This code of conduct and guidance has been produced to help staff working in all settings to establish safe and responsive environments that safeguard young people and reduce the risk of staff being unjustly accused of improper or unprofessional conduct.</p>	<p><i>This means that these guidelines:</i></p> <ul style="list-style-type: none">– apply to all staff working in all settings whatever their position, role, or responsibilities; and– may provide guidance where an individual’s suitability to work with children and young people has been called into question.
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2. ‘Unsuitability’

<p>The guidance contained in this document is an attempt to identify what behaviours are expected of staff who work with children and young people. Staff whose practice deviates from this guidance and/or any other Greene’s documents and procedures whether or not related to safeguarding and child protection may bring into question their suitability to work with children and young people.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none">– have a clear understanding about the nature and content of this document;– discuss any uncertainties or confusion with the Greene’s designated safeguarding lead or deputy; and– understand what behaviours may call into question their suitability to continue to work with children and young people.
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3. Duty of Care

<p>All staff are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people.</p> <p>Staff have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. Children and young people have a right to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of children and young people. Failure to do so may be regarded as neglect.</p> <p>The duty of care is in part, exercised through the development of respectful and caring relationships between staff and children and young people. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgement.</p> <p>Everyone expects high standards of behaviour from adults who work with children and young people. When individuals accept such work, they need to understand and acknowledge the responsibilities and trust inherent in that role.</p> <p>Greene’s also has a duty of care towards staff under the Health and Safety at Work Act 1974. This requires Greene’s to provide a safe working environment for adults and provide guidance about safe working practices. Greene’s also has a duty of care for the well-being of staff and to ensure that staff are treated fairly and reasonably in all circumstances. The Human Rights Act 1998 sets out important principles regarding protection of individuals from abuse by state organisations or people working for those institutions. Staff who are subject to an allegation should therefore be supported and the principles of natural justice applied.</p> <p>The Health and Safety Act 1974 also imposes a duty on staff to take care of themselves and anyone else who may be affected by their actions or failings. Greene’s duty of care and the adult’s duty of care towards children should not conflict. This ‘duty’ can</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached;</i> – <i>always act, and be seen to act, in the child’s best interests avoid any conduct which would lead any reasonable person to question their motivation and intentions; and</i> – <i>take responsibility for their own actions and behaviour.</i> <p><i>This means that Greene’s should:</i></p> <ul style="list-style-type: none"> – <i>ensure that appropriate safeguarding and child protection policies and procedures are adopted, implemented and monitored;</i> – <i>ensure that codes of conduct and practices are continually monitored and reviewed;</i> – <i>ensure that, where services or activities are provided by another body, the body concerned has appropriate safeguarding policies and procedures;</i> – <i>foster a culture of openness and support;</i> – <i>ensure that systems are in place for concerns to be raised;</i> – <i>ensure that staff are not placed in situations which render them particularly vulnerable;</i> – <i>ensure all staff have access to and understand this guidance and related, policies and procedures; and</i> – <i>ensure that all job descriptions and person specifications clearly identify</i>
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be demonstrated through the use and implementation of this code of conduct.	<i>the competences necessary to fulfil the duty of care.</i>
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4. Confidentiality

<p>Staff may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned.</p> <p>If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff or the nominated safeguarding lead.</p> <p>The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998. Staff should follow the advice in the Greene’s data protection policy to understand their responsibilities under this legislation.</p> <p>Whilst staff need to be aware of the need to listen to and support children and young people, they must also understand the importance of not promising to keep secrets. Neither should they request this of a child young person under any circumstances.</p> <p>Concerns and allegations about staff should be treated as confidential and passed to the designated safeguarding lead or deputy without delay.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> – <i>be clear about when information can be shared and in what circumstances it is appropriate to do so;</i> – <i>are expected to treat information they receive about children and young people in a discreet and confidential manner;</i> – <i>should seek advice from a senior member of staff if they are in any doubt about sharing information they hold or which has been requested of them; and</i> – <i>should report any concerns or allegations to the Greene’s designated safeguarding lead or deputy.</i>
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5. Making a professional judgement

<p>This guidance cannot provide a complete checklist of what is, or is not inappropriate behaviour for staff in all circumstances. There may be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with the Greene’s designated safeguarding lead or deputy. In undertaking these actions individuals will be seen to be acting reasonably.</p> <p>Staff should always consider whether their actions are warranted, proportionate and safe and applied equitably.</p>	<p><i>This means that where no specific guidance exists staff should:</i></p> <ul style="list-style-type: none">– <i>discuss the circumstances that informed their action, or their proposed action, with the Greene’s designated safeguarding lead or deputy;</i>– <i>report any actions which could be mis-interpreted to the Greene’s designated safeguarding lead or deputy;</i>– <i>always discuss any misunderstanding, accidents or threats with the Greene’s designated safeguarding lead or deputy;</i>– <i>always record discussions and reasons why actions were taken; and</i>– <i>record any areas of disagreement about course of action taken and if necessary refer to a higher authority.</i>
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6. Power and positions of trust

<p>As a result of their knowledge, position and/or the authority invested in their role, all staff working with children and young people are in positions of trust in relation to the young people in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.</p> <p>A relationship between a member of staff and a child</p>	<p><i>This means that staff should not:</i></p> <ul style="list-style-type: none">– <i>use their position to gain access to information for their own or others’ advantage;</i>– <i>use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people; and</i>– <i>use their status and standing to form or promote relationships which are of a sexual nature, or which may become so.</i>
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<p>or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.</p> <p>Staff should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.</p> <p>Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.</p>	
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7. Propriety and behaviour

<p>All staff working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.</p> <p>There may be times, for example, when a member of staff's behaviour or actions in their personal life come under scrutiny and is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.</p> <p>Staff in contact with children and young people should therefore understand and be aware, that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.</p> <p>The behaviour of a member of staff's partner or other family members may raise similar concerns and require careful consideration by a Greene's as to whether there may be a potential risk to children and young people in the workplace.</p>	<p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> – <i>behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model; and</i> – <i>make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such.</i> <p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>be aware that behaviour in their personal lives may impact upon their work with children and young people;</i> – <i>follow any codes of conduct deemed appropriate by their organization; and</i> – <i>understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to</i>
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	<i>work with children and young people.</i>
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8. Dress and appearance

<p>A person's dress and appearance are matters of personal choice and self-expression. However staff should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.</p> <p>Staff who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.</p> <p>Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.</p>	<p><i>This means that staff should wear clothing which:</i></p> <ul style="list-style-type: none"> <i>– is appropriate to their role;</i> <i>– is not likely to be viewed as offensive, revealing, or sexually provocative;</i> <i>– does not distract, cause embarrassment or give rise to misunderstanding;</i> <i>– is absent of any political, religious or otherwise contentious slogans; and</i> <i>– is not considered to be discriminatory and is culturally sensitive.</i>
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9. Personal living space

<p>In the context of their work, staff should maintain firm professional boundaries between themselves and any child or young person whom they come into contact with. This is especially true where staff are providing tutorials in their home.</p> <p>No child or young person should be in or invited into, the home of a member of staff who works with them, unless the reason for this has been firmly established and agreed with parents and/or guardians and senior managers or the home has been designated by a senior manager at Greene's as a permitted workplace – such as designated and approved teaching premises at a tutor's home.</p> <p>Without prior consideration and approval, it is not appropriate for any other organization with whom Greene's may be associated – such as an agent – to</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> <i>– be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations;</i> <i>– maintain a clear distinction between their home personal living space and any designated teaching or other work premises they may have at their home;</i> <i>– challenge any request for their personal living space to be used as an additional resource for the organization;</i> <i>– be mindful of the need to maintain professional boundaries; and</i>
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<p>expect that private living space be used for work with children and young people – such as to provide tuition outside office hours.</p> <p>Under no circumstances should children or young people assist with chores or tasks in the home of a member of staff.</p>	<ul style="list-style-type: none"> – <i>refrain from asking children and young people to undertake personal jobs or errands</i>
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10. Gifts, rewards and favouritism

<p>The giving of gifts or rewards to children or young people should be part of an agreed practice for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with senior manager and the parent and/or guardian.</p> <p>It is acknowledged that there are specific occasions when staff may wish to give a child or young person a personal gift. This is only acceptable practice where the member of staff has first discussed the giving of the gift and the reason for it, with a senior manager and parent and/or guardian and the action is recorded. Any gifts should be given openly and not be based on favouritism. Staff need to be aware that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a young person.</p> <p>Staff should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.</p> <p>Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.</p> <p>There are occasions when children, young people or parents wish to pass small tokens of appreciation to staff e.g. on special occasions or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>be aware that the giving and receiving of gifts must be part of acceptable practice, be transparent and discussed with a senior manager;</i> – <i>ensure that gifts received or given in situations which may be misconstrued are declared and recorded;</i> – <i>generally, only give gifts to an individual young person as part of an agreed reward system;</i> – <i>ensure that, where giving gifts other than as above, these are of insignificant value; and</i> – <i>ensure that all selection processes which concern giving gifts and rewards to children and young people are fair and that wherever practicable these are undertaken and agreed by more than one member of staff.</i>
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11. Infatuations

<p>Occasionally, a child or young person may develop an infatuation with a member of staff who works with them. These adults should deal with these situations professionally, sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.</p> <p>A member of staff who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a senior manager or parent and/or guardian so appropriate action can be taken to avoid any hurt, distress or embarrassment.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with a member of staff in the workplace</i> – <i>always acknowledge and maintain professional boundaries.</i>
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12. Communication with Children and Young People *(including the Use of Technology)*

<p>Communication between children and staff, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, webcams, websites and blogs. Staff should not share any personal information with a child or young person other than that required for their work – such as for tuition arrangements. They should not request, nor respond to, any request for personal information from the child/young person, other than that which might be appropriate as part of their professional role. Staff should ensure that all communications are transparent and open to scrutiny.</p> <p>Staff should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so</p>	<p><i>This means that Greene’s should:</i></p> <ul style="list-style-type: none"> – <i>have a communication policy which specifies acceptable and permissible modes of communication.</i> <p><i>This means that, other than required for their work, staff should:</i></p> <ul style="list-style-type: none"> – <i>not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites;</i> – <i>only use equipment and software provided by Greene’s to communicate with children and young people, making sure that parents have given permission for this form of communication to be used;</i> – <i>only make contact with children and</i>
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<p>is required for their work and is agreed by Greene’s and parents and/or guardians. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.</p> <p>Internal e-mail systems should only be used in accordance with Greene’s communication policy.</p>	<p><i>young people for professional reasons and in accordance with the Greene’s communication policy;</i></p> <ul style="list-style-type: none"> – <i>recognise that text messaging is rarely appropriate where a child or young person is in a crisis situation or at risk of harm. It should only be used when other forms of communication are not possible;</i> – <i>not use internet or web-based communication channels to send personal messages to a child/young person;</i> – <i>ensure that if a social networking site is used, details are not shared with children and young people and privacy settings are set at maximum; and</i> – <i>understand that some communications may be called into question and need to be justified.</i>
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13. Social Contact

<p>Staff should not seek to have social contact with the children and young people they work with or their families, unless the reason for this contact has been firmly established and agreed with Greene’s. If a child or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff concerned should exercise her/his professional judgement in making a response but should always discuss the situation with the relevant manager at Greene’s or with the parent of the child or young person. Staff should be aware that social contact in certain situations can be misconstrued as grooming.</p> <p>Where social contact is an integral part of work duties, e.g. volunteer work in the community, care should be taken to maintain appropriate personal and professional boundaries. This also applies to social contacts made through interests outside of work or through the staff member’s own family or personal networks.</p> <p>It is recognised that some staff may support a parent</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>have no secret social contact with children and young people or their parents;</i> – <i>consider the appropriateness of the social contact according to their role and nature of their work;</i> – <i>always approve any planned social contact with children or parents with senior colleagues at Greene’s;</i> – <i>advise senior management at Greene’s of any social contact they have with a child or a parent with whom they work, which may give rise to concern;</i> – <i>report and record any situation, which may place a child at risk or which may compromise Greene’s or</i>
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<p>who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the staff member for support outside their professional role. This situation should be discussed with senior management and where necessary referrals made to the appropriate support agency.</p>	<p><i>their own professional standing;</i></p> <ul style="list-style-type: none"> – <i>be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with the senior management at Greene’s; and</i> – <i>understand that some social contact may be called into question and need to be justified.</i>
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14. Sexual Contact

<p>All staff should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the staff who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.</p> <p>Any sexual activity between a member of staff and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.</p> <p>Children and young people are protected by specific legal provisions regardless of whether the child or young person consents or not. The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. ‘Working Together to Safeguard Children’ defines sexual abuse as “forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening”.</p> <p>There are occasions when adults embark on a course of behaviour known as ‘grooming’ where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that consistently conferring</p>	<p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> – <i>have sexual relationships with children and young people;</i> – <i>have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact;</i> – <i>make sexual remarks to, or about, a child/young person; and</i> – <i>discuss their own sexual relationships with or in the presence of children or young people</i> <p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship</i> – <i>take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when</i>
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<p>inappropriate special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.</p>	<p><i>members of staff are dealing with adolescent boys and girls.</i></p>
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15. Physical Contact

<p>Staff may occasionally be required to have physical contact with children as part of their role. These are occasions when it is entirely appropriate for staff to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, staff should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.</p> <p>Not all children and young people feel comfortable about physical contact, and staff should not make the assumption that it is acceptable practice to use touch as a means of communication. Permission should be sought from a child or young person before physical contact is made. Where the child is very young, there should be a discussion with the parent or carer about what physical contact is acceptable and/or necessary.</p> <p>When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff, nevertheless, should use their professional judgement at all times, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child for the minimum time necessary.</p> <p>Physical contact which occurs regularly with an individual child or young person is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact. This would be within the parameters of established, agreed and legal professional protocols on physical contact e.g. sport activities or medical procedures. Any such</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described;</i> – <i>never touch a child in a way which may be considered indecent;</i> – <i>always be prepared to report and explain actions and accept that all physical contact be open to scrutiny;</i> – <i>not indulge in 'horseplay';</i> – <i>always encourage children, where possible, to undertake self-care tasks independently;</i> – <i>work within Health and Safety regulations;</i> – <i>be aware of cultural or religious views about touching and always be sensitive to issues of gender; and</i> – <i>understand that physical contact in some circumstances can be easily misinterpreted.</i> <p><i>This means that Greene's should:</i></p> <ul style="list-style-type: none"> – <i>ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management</i> – <i>make staff aware of relevant professional or organisational guidance in respect of physical contact with children and meeting medical needs of children and young people where appropriate</i>
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<p>arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.</p> <p>Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that their action could be misinterpreted, or if an action is observed by another member of staff as being inappropriate or possibly abusive, the incident and circumstances should be reported to the Greene's safeguarding lead or deputy, the procedures for handling allegations followed and an appropriate record made.</p> <p>Where a child seeks or initiates inappropriate physical contact with a member of staff, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the member of staff concerned.</p> <p>It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Staff should be particularly aware of this when it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to some actions being misinterpreted. In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the staff member to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with the Greene's safeguarding lead or deputy.</p>	<ul style="list-style-type: none"> – <i>be explicit about what physical contact is appropriate for staff working in their setting</i>
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16. Other activities that require physical contact

<p>Staff who work in certain settings, for example sports drama or outdoor activities will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>treat children with dignity and respect and avoid contact with intimate parts of the body;</i> – <i>always explain to a child the reason</i>
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<p>child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice.</p> <p>Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be undertaken with the permission of the child/young person. Contact should be relevant to their age or understanding and staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.</p> <p>Guidance and protocols around safe and appropriate physical contact are provided by national organisations, for example sports governing bodies or major arts organisations and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the Greene’s safeguarding lead or deputy.</p> <p>It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents and/or guardians, children and young people informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.</p>	<p><i>why contact is necessary and what form that contact will take;</i></p> <ul style="list-style-type: none"> – <i>seek consent of parents where a child or young person is unable to do so because of a disability;</i> – <i>consider alternatives, where it is anticipated that a child might misinterpret any such contact;</i> – <i>be familiar with and follow recommended guidance and protocols;</i> – <i>conduct activities where they can be seen by others; and</i> – <i>be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact.</i> <p><i>This means that Greene’s should:</i></p> <ul style="list-style-type: none"> – <i>have up to date guidance and protocols on appropriate physical contact in place that promote safe practice and include clear expectations of behaviour and conduct.</i> – <i>ensure that staff are made aware of this guidance and that safe practice is continually promoted through supervision and training.</i>
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17. Behaviour management

<p>All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.</p> <p>Staff should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of agreed behaviour management practices which are widely publicised and regularly reviewed.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>not use force as a form of punishment;</i> – <i>try to defuse situations before they escalate;</i> – <i>inform parents of any behaviour management techniques used;</i> – <i>adhere to agreed behaviour management practices; and</i> – <i>be mindful of factors which may impact upon a child or young</i>
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<p>The use of corporal punishment is not acceptable and whilst there may be a legal defence for parents who physically chastise their children, this does not extend, in any circumstances, to staff.</p> <p>Where children display difficult or challenging behaviour, adults must follow the Greene’s behaviour practices, and use strategies appropriate to the circumstance and situation. The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.</p> <p>Where a child has specific needs in respect of particularly challenging behaviour, a positive handling plan may be drawn up and agreed by all parties. Only in these circumstances should a member of staff deviate from the Greene’s behaviour management policy and practices.</p>	<p><i>person’s behaviour e.g. bullying, abuse and where necessary take appropriate action.</i></p> <p><i>This means that Greene’s should:</i></p> <ul style="list-style-type: none"> – <i>have in place appropriate behaviour management policies</i> – <i>where appropriate, develop positive handling plans in respect of an individual child or young person.</i>
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18. Use of control and physical intervention

<p>There are circumstances in which staff working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions. This is a complex area and relevant government guidance and legislation should be followed.</p> <p>The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child or young person’s behaviour if it is necessary to prevent personal injury to the child, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances. When physical intervention is used it should be undertaken in such a way that maintains the safety and dignity of all concerned</p> <p>The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause. The minimum necessary force should be used and the techniques deployed in line with recommended policy and practice.</p> <p>Under no circumstances should physical force or</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>adhere to the organisation’s physical intervention policy</i> – <i>always seek to defuse situations</i> – <i>always use minimum force for the shortest period necessary</i> – <i>record and report, as soon as possible after the event, any incident where physical intervention has been used.</i> <p><i>This means that Greene’s should:</i></p> <ul style="list-style-type: none"> – <i>have a policy on the use of physical intervention in place that complies with government guidance and legislation and describes the context in which it is appropriate to use physical intervention</i> – <i>ensure that an effective recording system is in place which allows for incidents to be tracked and monitored</i>
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<p>intervention be used as a form of punishment. The duty of care which applies to all staff requires that reasonable measures are taken to prevent children being harmed. The use of unwarranted physical force is likely to constitute a criminal offence.</p> <p>In settings where restrictive physical interventions may need to be employed regularly, i.e. where staff are working with children with extreme behaviours associated with learning disability or autistic spectrum disorders, Greene’s will provide specific guidance on the use of such intervention. Individual care plans, drawn up in consultation with parents and/or guardians and where appropriate, the child, should set out the strategies and techniques to be used and those which should be avoided. Risk assessments should be carried out where it is foreseeable that restrictive physical intervention may be required.</p> <p>In all cases where physical intervention is employed the incident and subsequent actions should be documented and reported.</p>	<ul style="list-style-type: none"> – <i>ensure adults are familiar with the above</i> – <i>ensure that staff are appropriately trained.</i>
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19. Children and young people in distress

<p>There are some settings, where staff are involved in managing significant or regular occurrences of distress and emotional upset in children, for example with regard to recurring mental health and other health problems. In these circumstances professional guidance should be followed and staff should be aware of what is and what is not acceptable behaviour when comforting a child or diffusing a situation. This is particularly important when working on a one-to-one basis.</p> <p>For all other staff working with children there will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Staff should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.</p> <p>Where a member of staff has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>consider the way in which they offer comfort and reassurance to a distressed child and do it in an age-appropriate way;</i> – <i>be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances;</i> – <i>follow professional guidance or code of practice where available;</i> – <i>never touch a child in a way which may be considered indecent;</i> – <i>record and report situations which may give rise to concern from either party; and</i> – <i>not assume that all children seek physical comfort if they are distressed.</i>
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with a senior manager and parents and/or guardians.	
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20. Intimate care

<p>Some job responsibilities necessitate intimate physical contact with children on a regular basis, for example assisting children with disabilities or in the provision of medical care. The nature, circumstances and context of such contact should comply with professional codes of practice or guidance and/or be part of a formally agreed plan, which is regularly reviewed. The additional vulnerabilities that may arise from a physical or learning disability should be taken into account and be recorded as part of an agreed care plan. The emotional responses of any child to intimate care should be carefully and sensitively observed, and where necessary, any concerns passed to senior managers and/or parents and/or guardians.</p> <p>All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.</p> <p>The views of the child should be actively sought, wherever possible, when drawing up and reviewing formal arrangements. As with all individual arrangements for intimate care needs, agreements between the child, parents and/or guardians and Greene’s must be discussed, negotiated, agreed and recorded.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>adhere to an agreed child specific intimate care plan;</i> – <i>make other staff aware of the task being undertaken;</i> – <i>explain to the child what is happening;</i> – <i>consult with senior managers and parents and/or guardians where any variation from agreed procedure/ care plan is necessary;</i> – <i>record the justification for any variations to the agreed procedure/ care plan and share this information with parents; and</i> – <i>ensure that any changes to the agreed care plan are discussed, agreed and recorded.</i>
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21. Personal care

<p>Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>avoid any physical contact when children are in a state of undress;</i> – <i>avoid any visually intrusive behaviour; and</i>
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<p>should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.</p> <p>Staff need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.</p>	<ul style="list-style-type: none"> – <i>where there are changing rooms announce their intention of entering.</i> <p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> – <i>change in the same place as children;</i> – <i>shower or bathe with children; and</i> – <i>assist with any personal care task which a child or young person can undertake by themselves.</i>
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22. First aid and administration of medication

<p>It is expected that staff working with children and young people should be aware of basic first aid techniques. It is not however, a contractual requirement and whilst staff may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication.</p> <p>When administering first aid, wherever possible, staff should ensure that another member of staff is aware of the action being taken. Parents should always be informed when first aid has been administered.</p> <p>In circumstances where children need medication regularly a health care plan should have been established to ensure the safety and protection of children and the staff who are working with them. Depending upon the age and understanding of the child, they should where appropriate, be encouraged to self administer medication or treatment including, for example any ointment, use of inhalers.</p>	<p><i>This means that Greene's should:</i></p> <ul style="list-style-type: none"> – <i>ensure staff understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury requires more experienced intervention;</i> – <i>ensure there are trained and named individuals to undertake first aid responsibilities;</i> – <i>ensure training is regularly monitored and updated; and</i> – <i>always ensure that arrangements are in place to obtain parental consent for the administration of first aid or medication.</i> <p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>adhere to the Greene's policy for administering first aid or medication;</i> – <i>comply with the necessary reporting requirements;</i> – <i>make other staff aware of the task being undertaken;</i> – <i>explain to the child what is</i>
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	<p><i>happening;</i></p> <ul style="list-style-type: none"> – <i>always act and be seen to act in the child’s best interests;</i> – <i>report and record any administration of first aid or medication;</i> – <i>have regard to any health plan which is in place; and</i> – <i>always ensure that an appropriate health/ risk assessment is undertaken prior to undertaking certain activities.</i>
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23. One-to-one situations *(including tuition)*

<p>One-to-one tuition is an integral part of the Greene’s method of learning. All staff directly and indirectly involved in one-to-one tuition should prioritise the welfare of children and young people as an integral part of all one-to-one tuition arrangements.</p> <p>Where one-to-one tuition and other one-to-one situations take place certain procedures and explicit safeguards must be in place. All staff participating in one-to-one situations because of the nature of their work owe a duty of care to the child or young person and must maintain professional boundaries.</p> <p>One-to-one situations – including tuition – have the potential to make a child/young person more vulnerable to harm by those who seek to exploit their position of trust. Staff working in such one-to-one settings with children and young people may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised and staff must use their professional judgement so that reasonable and sensible precautions are taken with regard to one-to-one situations. Every attempt should be made to ensure the safety and security of children and young people and the staff who work with them.</p> <p>There are occasions where Greene’s will need to undertake a risk assessment in relation to the specific nature and implications of one-to-one work.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>ensure that when one-to-one tuition is an integral part of their role, full and appropriate risk assessments have been conducted and agreed;</i> – <i>avoid meetings with a child or young person in remote, secluded unapproved locations;</i> – <i>always inform other colleagues and/ or parents and/ or guardians about the contact(s) beforehand, assessing the need to have them present or close by;</i> – <i>avoid use of practices – such as not being in telephone contact – that may create an opportunity for secrecy or the interpretation of secrecy;</i> – <i>always report any situation where a child becomes distressed or angry to a senior colleague; and</i> – <i>carefully consider the needs and circumstances of the child/ children when in one-to-one situations.</i>
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<p>Meetings with children and young people outside agreed working arrangements should not take place without the agreement of senior managers at Greene's and parents and/or guardians.</p>	
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24. Home visits

<p>Staff may be requested to make home visits – such as to provide tuition.</p> <p>A risk assessment should include an evaluation of any known factors regarding the child/young person, parents and others living in the household. Risk factors such as hostility, child protection concerns, complaints or grievances can make adults more vulnerable to an allegation. Following an assessment, appropriate risk management measures should be in place before visits are agreed.</p> <p>Under no circumstances should a member of staff visit a child in their home outside agreed work arrangements or invite a child to their own home or that of a family member, colleague or friend. If in an emergency, such a one-off arrangement is required, the member of staff must have a prior discussion with a senior manager and the parents or carers and a clear justification for such arrangement is agreed and recorded.</p>	<p><i>These means that staff should:</i></p> <ul style="list-style-type: none"> – <i>agree the purpose for any home visit with senior management, unless this is an acknowledged and integral part of their role e.g. providing tuition</i> – <i>always make detailed records including times of arrival and departure and work undertaken</i> – <i>ensure any behaviour or situation which gives rise to concern is discussed with senior management and, where appropriate action is taken</i> <p><i>This means that Greene's should:</i></p> <ul style="list-style-type: none"> – <i>ensure that they have home visit and lone-working policies of which staff are made aware.</i> – <i>ensure that all visits are justified and recorded</i> – <i>ensure that staff are not exposed to unacceptable risk</i> – <i>ensure that staff have access to a mobile telephone and an emergency contact person.</i>
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25. Transporting children and young people

<p>There will be occasions when staff are expected or asked to transport children as part of their duties. Staff, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded.</p> <p>It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Where staff transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV - staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.</p> <p>It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.</p> <p>There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive</i> – <i>be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/ carer</i> – <i>record details of the journey in accordance with agreed procedures</i> – <i>ensure that their behaviour is appropriate at all times</i> – <i>ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven</i> – <i>ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned.</i>
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26. Trips and outings

<p>Staff should take particular care when supervising children and young people on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.</p> <p>Where activities include overnight consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>always have another adult present in out of workplace activities, unless otherwise agreed with a senior manager</i> – <i>undertake risk assessments in line with their organisation's policy where applicable</i> – <i>have parental consent to the activity</i> – <i>ensure that their behaviour remains professional at all times</i> – <i>never share beds with a</i>
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<p>ratios and to the gender mix of staff especially on overnight stays.</p> <p>Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in activities outside the usual workplace.</p>	<p><i>child/children or young people.</i></p> <ul style="list-style-type: none"> – <i>not share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with a senior manager.</i>
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27. Photography and videos

<p>Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose.</p> <p>Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.</p> <p>Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.</p> <p>It is not appropriate for adults to take photographs of children for their personal use.</p>	<p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>be clear about the purpose of the activity and about what will happen to the images when the activity is concluded</i> – <i>be able to justify images of children in their possession</i> – <i>avoid making images in one to one situations or which show a single child with no surrounding context</i> – <i>ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.</i> – <i>only use equipment provided or authorised by the organisation</i> – <i>report any concerns about any inappropriate or intrusive photographs found</i> – <i>always ensure they have parental permission to take and/or display photographs</i> <p><i>This means that staff should not:</i></p> <ul style="list-style-type: none"> – <i>display or distribute images of children unless they have consent to do so from parents and guardians</i> – <i>use images which may cause distress</i> – <i>take images ‘in secret’, or taking images in situations that may be construed as being secretive.</i>
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28. Access to and usage of inappropriate images and the internet

<p>There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet is illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.</p> <p>Adults should not use equipment belonging Greene's to access adult pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.</p> <p>Adults should ensure that children and young people are not exposed to any inappropriate images or web links. Organisations and adults need to ensure that internet equipment used by children have the appropriate controls with regards to access. e.g. personal passwords should be kept confidential.</p> <p>Where indecent images of children or other unsuitable material are found, the police and Local Authority Designated Officer (LADO) should be immediately informed. Adults should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.</p>	<p><i>This means that Greene's should</i></p> <ul style="list-style-type: none"> – <i>have clear e-safety policies in place about access to and use of the internet</i> – <i>make guidance available to both staff and children and young people about appropriate usage.</i> <p><i>This means that adults should:</i></p> <ul style="list-style-type: none"> – <i>follow their organisation's guidance on the use of IT equipment</i> – <i>ensure that children are not exposed to unsuitable material on the internet</i> – <i>ensure that any films or material shown to children and young people are age appropriate</i>
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29. Whistle blowing

<p>Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Greene's has a clear whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Staff who use whistleblowing procedure should be made aware that their employment rights are protected.</p> <p>Staff should acknowledge their individual</p>	<p><i>This means that Greene's should:</i></p> <ul style="list-style-type: none"> – <i>ensure it has appropriate whistle-blowing policies in place</i> – <i>ensure that it has clear procedures for dealing with allegations against staff which are in line with their Local Safeguarding Children</i>
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<p>responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.</p>	<p><i>Board's procedures.</i></p> <p><i>This means that staff should:</i></p> <ul style="list-style-type: none"> – <i>report any behaviour by colleagues that raises concern regardless of source</i>
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30. Sharing concerns and recording incidents

<p>Individuals should be aware of their organisation's child protection procedures, including procedures for dealing with allegations against staff. All allegations must be taken seriously and properly investigated in accordance with local procedures and statutory guidance.</p> <p>In the event of any allegation being made, to someone other than a manager, information should be clearly and promptly recorded and reported to a senior manager without delay.</p> <p>Staff should always feel able to discuss with their line manager any difficulties or problems that may affect their relationship with children and young people so that appropriate support can be provided or action can be taken.</p> <p>It is essential that accurate and comprehensive records are maintained wherever concerns are raised about the conduct or actions of adults working with or on behalf of children and young people.</p>	<p><i>This means that staff:</i></p> <ul style="list-style-type: none"> – <i>should be familiar with their organisation's system for recording concerns</i> – <i>should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the workplace</i> <p><i>This means that Greene's:</i></p> <ul style="list-style-type: none"> – <i>should have an effective, transparent and accessible system for recording and managing concerns raised by any individual in the workplace</i>
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