

Working with Children, Young people and Vulnerable Adults Good Practice Code

The following guidelines are designed to protect Children, Young People, Vulnerable Adults and Volunteers from harm.

You should:

- never engage in rough, physical, or sexually provocative games
- never allow or engage in inappropriate touching of any form
- never initiate physical contact - some contact is alright - but only if the child or young person initiates such contact and is in control e.g. a hug or hand hold
- never be alone with a child, young person or adult especially out of earshot of another adult or staff member
- never invade the privacy of children, young people or adults when they are toileting
- never use inappropriate language, do not swear or make sexual comments about or to a child, young person or adult even in 'fun'
- never ridicule, or put down a child, young person or adult
- avoid showing any form of favouritism
- never offload personal issues on to the child, young person or adult
- never exchange personal contact details with the child, young person or adult or become 'friends' on Facebook
- never volunteer under the influence of drink or drugs.
- refrain from smoking
- never deal with disruptive behaviour by yourself always involve a member of staff

Key Areas:

○ Touch

- Do not initiate or encourage touch - but do reject appropriate contact
- Do not move or assist with moving an older person or disabled person - always consult a member of staff

○ Toilets

- Do NOT go into toilet with a child, young person or adult

○ Photo's

Please do not take photos of the children, young people or adults on your own phones or cameras.

We might ask you to take some photos for Volunteering and will offer guidance in these circumstances - but these will be taken with a designated camera and stored according to our Photo policy. Thanks.

You should try to:

- Set the children and young people a good example.
- Be open and accountable, in view of others.
- Be real, be yourself.
- Treat all children, young people and adults with respect and dignity befitting their age; watch language, tone of voice, and body language.
- Be positive and motivate the children, young people and adults

If you suspect abuse or harm or are concerned about the welfare any of the people you are working with, even if you are unsure, please talk to the Volunteer Support Co-ordinator the same day.