



CODE OF CONDUCT FOR EMPLOYEES

WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

The following guidelines are intended to supplement Wings' Safeguarding Policy and employees must at all times, act in accordance with the terms of the Policy.

These guidelines for working with children or young people under the age of 18 years and with vulnerable adults are issued in conjunction with Home Office recommendations *Keeping Children Safe in Education, Safe from Harm* and *Working Together to Safeguard Children*. All staff members must adhere to these guidelines for safe working practice and for the prevention of any abuse to children, young people or vulnerable adults.

1. A staff member should not be alone with a child, young person or vulnerable adult inside the Wings premises where their activity cannot be seen. This may require leaving doors open, having two groups working in the same room, having another adult present, or being in a place where others can observe your practice either in person or via CCTV. When outside the Wings premises staff members should where possible engage with service users in public places where they can be seen at all times and with the knowledge of another member of staff. Staff should aim to have more than one staff member for taking groups off site.
2. The staff member should treat all service users with respect and dignity befitting their age, with regard to language, tone of voice, and personal space.
3. The staff member should not seek to form exclusive relationships with any service user, this may include, but is not limited to, having 'inside jokes', inviting only one service user to an event that is happening outside of Wings, things that could be interpreted as favouritism such as always making a cup of tea for only one service user.
4. The staff member should not engage in any of the following:
 - Invading the privacy of service users when they are showering or toileting;
 - Rough, physical or sexually provocative games;
 - Making sexually suggestive comments about or to a service user, even in 'fun';
 - Inappropriate and intrusive touching of any form;
 - Any scapegoating, ridiculing, or rejecting a service user, even in 'fun'.
5. The staff member must be able to manage the behaviour of service users without using physical punishment or verbal abuse.

6. The staff member should make sure another adult (preferably a carer) is present if, for example, a service user needs help with personal care.
7. The staff member should not let a service user involve them in excessive attention-seeking that is overtly sexual or physical in nature. If there are concerns about this then it should be reported to the DSL/DDSL/Line manager (by the member of staff involved, or by a staff member who has witnessed something of concern), who will support the service user and staff member by, for example, putting in place a plan, shifting their duties or assigning a different member of staff to oversee that service user. The member of staff involved must 'step back' from the relationship with the service user and will be given support to do so.
8. Service users should not be invited into the homes of members of staff, nor should members of staff arrange to visit the homes of service users unless a parent or carer is present and with the knowledge of their line manager.
9. The staff member should avoid giving lifts to service users on their own. If they are alone, the staff member should ask the service user to sit in the rear of the car. When giving lifts to 2 or 3 service users, as far as possible the staff member should arrange lifts so that the person in front is dropped off first. Staff members must ensure they are adequately insured to carry work related passengers in their vehicles. Permission should be obtained from a parent/carers for regular transport.
10. The staff member should not share sleeping accommodation with service users in any activity involving overnight stays.
11. The Internet Safety Policy should be followed when contacting service users to make arrangements. Emails and other messages should be kept on file or printed so they can be checked if necessary.
12. Staff members take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported to the Safeguarding Lead or Deputy.
13. Staff members will receive regular supervision to review all aspects of the work from their appropriate line manager.