

Safeguarding Code of Conduct - Staff and Volunteers

Date Policy Last Approved	Review Frequency	Approving Body	Date of next Review
March 2018	Annually	Board of Governors	March 2019

In its simplest form, 'safeguarding' can be defined as 'keeping children, young people and adults at risk, safe from harm'. At YMCA George Williams College, we believe that all staff, workers and volunteers share responsibility for safeguarding and promoting the welfare of children, young people and adults at risk.

The **Safeguarding Code of Conduct** below sets out what is required.

The Code also supports the Safeguarding Policy which you must read on commencement of your role and ensure that you understand. Please speak to your manager if you are unclear or require further clarification on this, in relation to your role. As a member of staff, this Safeguarding Code of Conduct forms part of your contract of employment. As a volunteer, agency or other worker it forms part of the agreement for your role.

Everyone working at the College, whether in a paid or unpaid role is expected to adhere to this Code and you will be asked to sign and return it as acceptance of your commitment to it. You may also be required to undertake training in safeguarding and discuss this code with your line manager.

The Safeguarding Code of Conduct:

- ♣ makes clear what is required of all staff, workers and volunteers;
- ♣ supports staff, workers and volunteers in meeting their obligations;
- ♣ enables staff, workers and volunteers to raise concerns without fear of recrimination;
- ♣ reduces the risk of misplaced or malicious allegations by clarifying responsibilities

Staff, workers and volunteers must abide by the following:

- ♣ Report any incidents or concerns that cause you to believe that a child, young person or adult at risk is, or is likely to be, at risk of harm at the earliest opportunity to the Head of Safeguarding. This includes a requirement under the Prevent duty to report if you suspect that a child or adult at risk may be under the influence of radicalisation or extremism.

- ♣ YMCA George Williams College will support any staff member, worker or volunteer who raises a legitimate concern about the actions of others;
- ♣ Refer to the College's Whistleblowing policy and procedure if you feel an incident or concern cannot be reported to your manager or your manager's manager;
- ♣ Disclose any criminal record, caution, reprimand or warning (subject to filtering rules) whether received prior to or during the course of your work or volunteering for the College. For the avoidance of doubt, this requirement is in addition to any other published requirement for disclosure as part of your work or volunteering;
- ♣ Inform your manager of any ongoing or past child protection investigation(s) that have involved you, including any that you are aware of that relate to your own immediate family or any person that you are in a significant relationship with e.g. family members, partners, individuals who live in the same household;
- ♣ Inform your manager of anyone living in your household or at your address who becomes disqualified from working with children e.g. because of offences against a child, against an adult e.g. rape, murder indecent assault, actual bodily harm etc. (this is a legal requirement to staff in England and Wales working in early years provision, later years provision up to 8 years and in the management of such early or later

It is not permissible (and in some instances, may be unlawful) for you to:

- ♣ Use your position to intimidate, bully, threaten, discriminate against, coerce or undermine children and young people, adults at risk, volunteers or staff;
- ♣ Behave or communicate with children, young people or adults at risk in ways which seek to build inappropriate relationships in order to abuse or put them at risk;
- ♣ Use a relationship with a service user or their family for personal gain. Gift-giving and the acceptance of presents should only take place in line with the General Obligations located in the Staff Handbook and should be agreed with your manager;

- ♣ Give special rewards or privileges in an attempt to build inappropriate relationships with children and young people or adults at risk;
- ♣ Engage in, or attempt to engage in, sexual or inappropriate relationships with children, young people or adults at risk for whatever reason, including the use of suggestive conversations, comments, texting or emails;
- ♣ Possess indecent images of children; this will always be reported to the police regardless of the explanation provided;
- ♣ Carry out your duties or volunteering whilst adversely affected by alcohol, solvents or drugs;
- ♣ Encourage or assist others to break the law in any way;

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your work/volunteering for the College. Any breach of the Safeguarding Code of Conduct may result in disciplinary action including dismissal, or the termination of your working agreement or involvement as a volunteer at the College, as appropriate. In certain circumstances, if following investigation breaches of the Code are found, such action will also result in reports to Regulatory bodies, relevant Local Authorities and/or the police, as appropriate.

I confirm that I have read and understood YMCA George Williams College's Safeguarding Code of Conduct and agree to abide by its contents.

Please PRINT name:

Signed & Dated: