

CODE OF BEHAVIOUR

HERE ARE THE DO'S

Do put this code into practice at all times.

Do act immediately on any allegation, suspicion or concern.

Do treat everyone with respect and provide an example you would wish others to follow.

Do plan activities to ensure more than one other person is present, or at least within sight or hearing of others.

Do respect a child's right to personal privacy.

Do provide access for cadets to talk and treat any allegations seriously.

Do encourage children and adults to challenge attitudes or behaviour they do not like.

Do remember that someone else might misinterpret your actions no matter how well intentioned.

Do remember this code at sensitive moments, such as when dealing with bullying, bereavement or abuse.

Do keep other adults informed of what you are doing.

Do follow supervisor to cadet ratios.

Do take allegations of abuse or bullying seriously.

Do ensure other adults are aware of and follow this code.

Do seek advice if you are unsure what to do.

HERE ARE THE DO NOT'S

Do NOT spend time alone with children away from others.

Do NOT take children to your home.

Do NOT permit children to consume alcohol at our events/activities.

Do NOT permit abusive youth peer activities (eg initiation ceremonies, ridiculing or bullying).

Do NOT participate in physical contact games, or indulge in horseplay, with children.

Do NOT allow or engage in any forms of inappropriate physical, sexual or verbal contact with children - including contact by text or email/internet.

Do NOT allow the use inappropriate language or behaviour to go unchallenged.

Do NOT allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.

Do NOT show favouritism to any individual.

Do NOT rely on just your good name to protect you.

Do NOT overreact or jump to conclusions without checking the facts first.

Do NOT believe 'it could never happen to me'.

Do NOT allow or engage in any inappropriate relationships with children that is a breach of your position of trust.

Do NOT trivialise abuse or bullying.

Do NOT makes suggestive remarks or jokes to children.

Do NOT let allegations or suspicions of abuse or bullying go unreported.

WHAT HAPPENS IF.....

If you suspect abuse, if a young person confides in you or you receive an allegation about yourself or another adult you must immediately report the concern, you must not investigate.

IF A YOUNG PERSON CONFIDES IN YOU

1. **Do** give them time to say what they want without interrupting.
2. **Do** reassure them that they were right to tell you, offer reassurance.
3. **Do** record in writing (signed and dated) what was said (in their words) and what you saw as soon as possible.
4. **Do** explain that you will help, but that you must pass the information on.
5. **Do** inform them what will happen next.
6. **Do** ensure that the young person is safe from any further harm or concern.
7. **Immediately** inform your safeguarding officer.

Do NOT ask any leading questions.

Do NOT let your shock, feelings or distaste show.

Do NOT make promises you cannot keep (e.g. about keeping secrets etc.).

IF YOU RECEIVE AN ALLEGATION ABOUT YOURSELF OR ANY ADULT

1. **Do** write down what has happened, what you have been told, using the persons words then sign and date your notes.
2. **Immediately** inform your safeguarding officer provide them with your notes.
3. **Ensure** that no immediate action is required to protect cadets from further harm.

Do NOT investigate or pass judgement it is your responsibility to record what has happened and pass it on.

IF YOU HAVE A CONCERN ABOUT A YOUNG PERSONS WELLBEING OR SAFETY

1. Do write down what has happened, what you have been told, using the persons words then sign and date your notes.
2. Immediately inform your safeguarding officer

and provide them with your notes.

3, Ensure that no immediate action is required to protect young people from further harm.

Do NOT investigate or pass judgement it is your responsibility to record what has happened and pass it on.

In an emergency i.e. where any child is at immediate risk of significant harm contact the police directly, then inform your safeguarding officer and minister.

It is NOT your job to substantiate your concerns, investigate or pass judgement. You must record what has happened and pass it on.

If you are in any doubt speak to your safeguarding officer or call 01989 56278, and leave a message if you receive answer phone.

POLICY & PROCEDURES

**Safeguarding Children
Young People and
Vulnerable Adults**

FOREST
NewLife CHURCH
life in the forest through life in christ



**A POCKET GUIDE
2015 EDITION**