

# Safeguarding Code of Conduct

Issue	Date	Sections Affected	Description of Change / Change Request Reference / Remarks	Amended or reviewed by
V3	12/11/2024	All	Complete re read and check for and required changes. Version control added. No other amendments required at this time.	RRD - CC
V3	20/11/2025	All	Complete re read and check for and required changes. No other amendments required at this time.	RRD - CC

# Safeguarding Code of Conduct

## Safeguarding Code of Conduct

Training Works follow the *Equality and Human Rights Commission Statutory Code of Practice 2010*. This Safeguarding Code of Conduct also details how individuals can protect themselves against allegations of abuse.

All Training Works employees will:

Avoid personal and social contact with children or adults at risk and seek to minimise the risk of any situation arising in which misunderstandings can occur.

We will **NOT**:

- Engage in flirting or innuendo, make suggestive terms or gestures, or indicate favouritism for a child or vulnerable adult.
  - Issue or threaten any form of physical punishment.
  - Initiate or engage in sexually provocative games, conversations or activity involving or observed by young people, whether based on talking or touching.
  - Make sexually suggestive remarks or discriminatory comments to or in front of a young person or discuss employee's own sexual relationships in front of them.
  - Engage in any sort of sexual relationship with a young person, even when the young person is aged 16 or over and therefore legally able to consent.
  - Use any type of physical punishment to discipline. Shouting at young people should be avoided whenever possible and only used if alternative forms of discipline have failed.
  - Photograph or film young people for which no prior consent has been sought.
  - Broadcast or view any audio and / or visual material (CDS, DVDs, videos, computer, or games etc.) that has inappropriate content for young children.
  - Invite or allow a young person or adult at risk who you have met through your work to your home or another location where the purpose is one of friendship or an intimate relationship.
  - Engage in or tolerate any inappropriate physical activity involving young people.
  - Allow the use of inappropriate language to go unchallenged.
  - Do things of a personal nature for children or adults at risk that they can do for themselves.
  - Dismiss an allegation of any sort relating to a learner's, learner or adults at risk's welfare or delay the reporting of an allegation.
- 
- Discourage anyone from reporting concerns or ask individuals to keep secrets.
  - Make promises to keep secrets, keep any disclosure confidential, overreact or be judgmental, should you suspect abuse.
  - Spend excessive amounts of time alone with children or vulnerable adults, away from others
  - Make unnecessary physical contact with children or vulnerable adults.

# Safeguarding Code of Conduct

However, there may be occasions where physical contact is unavoidable, such as providing comfort at times of distress or physical support in contact sports, etc. in all cases, contact should only take place with consent of the child or the vulnerable adult.

- Arrange to meet a child, adult at risk or their families, with whom you work outside of working hours, unless it is with consent of the parents/carers and person in charge of the activity.
- Give or receive gifts and / or substances such as drugs, alcohol, cigarettes or e-cigarettes to / from a young person or their families.
- Consume alcohol, take illegal drugs or legal highs during the working day / evening or at events, including during any breaks or when in the presence of young people.
- Smoke / vape with, or in front of, young people.
- Steal, or condone someone else's stealing, regardless of the value of the stolen item.

## **We WILL:**

- Work in a room where you can be visibly seen, leave the door open and make sure other adults visit the room regularly whilst respecting children and vulnerable adult's rights to privacy, encouraging children and adults to feel comfortable enough to report attitudes or behaviours they do not like.
- Plan activities that involve more than one other person being present, or at least within sight and hearing of others. If this is unavoidable, always ensure your line manager knows where you are, with whom and why.
- Act with discretion regarding personal relationships at organized activities, ensuring your personal relationships do not affect your leadership role within the Company. All pre-existing relationships between employee, employers, contractors and / or participants of the organized activities must be declared.
- Avoid working in isolation with children and adults at risk, follow the recommended adult to young people ratios for meetings and activities and ensure there is separate sleeping accommodation for young people, adults, and group leaders.
- Never give out a personal mobile number or private e-mail address and ensure working hours of contact ability are stated.

- Be aware of the procedures for reporting concerns or incidents and be familiar with the contact details of the Designated Safeguarding & Prevent Officer (DSL), Deputy Designated Safeguarding & Prevent Officer (DDSL), Safeguarding & Prevent Officers (SPO).
- Treat all young people and adults equally and listen to them, avoiding favouritism and gossiping ensure allegations or disclosures by a young person or another adult are taken seriously and reported, including any made against you. Follow the procedures for reporting concerns.
- Never befriend or chat to children or adults at risk on social media / network

# Safeguarding Code of Conduct

sites. Always use professional language when writing, phoning, emailing, or using social media / network to communicate with young people or vulnerable adults.

- Be aware that young people can develop heterosexual and homosexual infatuations (crushes) towards adults working with them. If this happens, tell your line manager, and then respond to the situation in a way that maintains the dignity of all concerned.
- Immediately report concerns relating to the welfare of a child or adult at risk in your care, whether these concerns are about actions / behaviours of another colleague or based on any conversation with the child or vulnerable adult, particularly when they make an allegation.
- Act as a role model.
- Set and monitor appropriate boundaries and relationships when working with children and adults at risk, based on openness, honesty and respect for the child or vulnerable adults.
- Ensure that the focus of your relationship with a young person that you have met through any programmes always remains professional. The aim should never be to develop the relationship into a friendship or intimate relationship.
- Respect a young person or vulnerable adult's right to personal privacy but never agree to keep any information relating to the harm or a young person or adult at risk confidential. Provide support to a child, young person or adult at risk making a complaint.
- Remain calm and ensure that no one is in immediate danger if they suspect abuse. Report any concerns to the DSL without delay and record all the facts.
- Ensure that if a distressed young person needs comfort, that this is done in a way that is both age appropriate and respectful of their personal space. Never act in a way which may be perceived as threatening or intrusive. Always ask a young person before you act. Hugging should be limited and never initiated by employee / volunteers. Any hugging should be done by the side of the young person with an arm placed around the shoulders, side by side.
- Ensure that if any kind of physical support is required during any activities, it is provided only, when necessary, in relation to the activity and that this is done in a way that other colleagues can observe you.

If a Learner or Employer feels that there has been a breach of the Safeguarding Code of Conduct, they should report this breach immediately by contacting the DSL: [safe@training-works.co.uk](mailto:safe@training-works.co.uk) / 07593703281 / 01253 478180. The complaint will be fully investigated as per the policy / process and actions will be taken to ensure the individual making the complaint is fully supported. If the complaint is regarding another child, young person or vulnerable adult, there may be a need for immediate actions to be implemented to ensure the safety of both the individual making the complaint and the person the complaint has been made against.

All complaints will be recorded and followed up to a satisfactory conclusion.