

# Safeguarding Code of Conduct

## 1. Introduction

This Code of Conduct should be used in conjunction with the St Helens Chamber Safeguarding Adults Policy, Safeguarding Children Policy and E-safety Policy. It demonstrates our commitment to the safety and protection of our learners, members, employees and anyone else who comes into contact with our business, in particular those most vulnerable and at risk of harm.

The safety of learners is paramount at St Helens Chamber and this Code of Conduct details minimum expectations for employee behaviours to create an open, transparent and safe learning and business environment.

Living a life that is free from harm and abuse is a fundamental human right and an essential requirement for health and well-being. Safeguarding is everybody's responsibility.

St Helens Chamber is committed to the values and practices of safeguarding, including those associated with radicalisation and extremism.

## 2. Purpose and Scope

All St Helens Chamber employees are expected to adhere to this code and will be expected to sign and return it as acceptance of your commitment to it.

All employees are required to familiarise themselves with all policies and procedures that safeguard young people, vulnerable adults and or any or individual who may become vulnerable.

## 3. Safeguarding foundations

**Everyone must adhere to the "6 R's" in relation to dealing with incidents, disclosures or concerns:**

### 3.1 Recognise

- Recognise behaviour that may indicate abuse
- Spot concerning signs or behaviour in a learner
- Actively contribute to an organisational culture where inappropriate behaviour is not tolerated.

### 3.2 Respond

- Value, listen and respect everyone; treat them as individuals at all times
- Ascertain what you are dealing with. Is this an allegation or concern?
- Ask open questions (not leading or suggestive ones) and gather just enough information to know that it is a disclosure of abuse that needs to be passed on, and how immediate the danger of harm is to the individual
- Do not make promises about what will happen next

- Be clear that it will be treated in confidence but recorded and passed on to a member of the Personal development behaviours and attitudes (PDBA) group. The Designated Safeguarding Lead (DSL) may escalate to the below pathways:
  - a) Learner 16-18 - Children and Young People's Safeguarding Board
  - b) Learner 18-22 with a disability - Children and Young People's Safeguarding Board
  - c) Learner 19+ - Vulnerable Adults Safeguarding Board (inclusive of people over the age of 23 and with a disability)
  - d) Member of employee - LADO as appropriate
- Demonstrate interest and concern, and take it seriously, even if it's difficult to believe or shocks you
- Reassure they have done the right thing and you will do everything you can to help (without making unrealistic promises)
- Ensure that testimony is recorded and reported, and that the complainant and subject of the complaint are treated in line with child protection and safeguarding vulnerable adults' policies.

### 3.3 Report

- Report your concerns, as soon as possible, as per raising a safeguarding concern procedure – speak to a member of the PDBA group, DSL or DSO and written incident log sent to DSL within 24 hours
- Positively support a whistle blowing culture where concerns about inappropriate behaviours towards children/young people and vulnerable adults are reported to the PDBA group

### 3.4 Record

- Record precisely what has been alleged, use key phrases and words the individual used. Notes can be made following the conversation to assist with referral but must be appropriately destroyed post-referral (must comply with GDPR legislation)
- Include any observations of the individual, and remember to only include facts and if you give your opinion be clear when you are doing so
- All Information is stored securely, and separately to learners individual files
- Information is only accessible to those who have responsibility for safeguarding matters

### 3.5 Referral

- DSL will make referral in with aforementioned pathways
- Cases can be shared with those who hold authority
- Only the DSL will make external referrals
- Positively support and contribute towards protection of data.

### 3.6 Review

- All safeguarding policies and procedures are reviewed annually, unless required earlier
- The PDBA team continuously review trends and identify learning points.

## 4. Employee Responsibilities

- Report any incidents of concerns that cause you to believe someone may be at risk of harm. This includes a requirement under the Prevent duty to report if you suspect that a person may be at risk of radicalisation or extremism.
- Report any concerns about other employee members or partner agency employee in line with the whistleblowing procedure
- Inform the DSL of anyone living in your household who becomes disqualified from working with children and/or is placed on the Sex Offenders Register
- Never transport learners alone by car, unless authorised to do so
- Avoid any unnecessary physical contact with learners and colleagues
- Never allow or engage in any sexually provocative activities
- Never make any discriminatory remarks to or about children, young people or vulnerable adults
- Never hold meeting with learners at their home address or isolated environments
- Never befriend any learners through social networking sites or provide learners with personal contact details including telephone numbers and addresses
- Photographs and videos must not include learners unless authorised by the individual. In instances where the learners are under the age of 18, parental consent must be provided
- Do not encourage or assist others to break the law in any way
- Sexual relationships between employees and learners are strictly forbidden
- Drinking alcohol and/or taking any illegal substances in work time or with learners is strictly forbidden
- Due to the nature of your role, and for the purpose of the Rehabilitation of Offenders Act Exceptions Order 1975, you will be required to provide details of any criminal convictions, cautions, the penalty imposed, and whether or not regarded as spent under the act
- St Helens Chamber requires employees to undertake a DBS check
- All Chamber employees must wear their ID Badges at all times when in contact with learners.

## 5. Professional code of conduct

The behaviour expected of all employees and their responsibilities include:

- Agreement to work under the Safeguarding policy.
- Provisions regarding acceptable behaviour in the workplace – for example, observing professional boundaries and using appropriate language
- To observe confidentiality and not talk about any situations of actual or suspected abuse that occurs, except with those who have a legitimate reason to receive it
- Not to pay for sexual services, of any kind
- Having non-professional relationships with learners and providing them with access to your personal details
- Not having learners as friends through social networking sites or engaging with them outside of working hours for purposes other than teaching, learning and assessment.

## 6. Infatuation

There may be times where a learner develops an infatuation with an individual who works with them.

All employees should deal with these situations sensitively and appropriately to uphold the dignity and safety of all involved. Employees must be aware, however, that such infatuations

carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above any criticism or questioning.

Any employee, who becomes aware that a learner is developing an infatuation, should discuss this at the earliest opportunity with the DSL or a member of the PDBA group, in line with our reporting procedure so appropriate action can be taken to avoid any hurt, distress or embarrassment.

## 7. Gifts & favoritism

An employee should never accept gifts from a learner. All gestures of this nature should be sent via written or electronic form to the direct line manager as a compliment.

Any gifts received should be handed in to the HR Department.

An employee should never show favoritism to a learner or give them a gift when they have met or exceed their goals.

## 8. Transporting learners

It is inappropriate for an employee to offer lifts to a learner outside their normal working duties, unless this has been brought to the attention of the DSL.

There may be occasions where the learner requires transport in an emergency situation or in situations where not providing a lift may place the young person at risk. Such circumstances must always be recorded and reported to the DSL and or direct line manager and parents/carers.

All occasions that involve an employee accompanying a learner in their vehicle must be fully recorded. This will need to be documented on a St Helens Chamber Passenger Declaration Form which will include time and dates of visit, name of individuals involved, reason for visit and a signed declaration.

## 9. People in distress

There may be occasions where people become distressed, and an employee feels they require comfort and reassurance. Employees should use their professional judgement in this situation, considering the circumstances surrounding the distress, and the age and vulnerabilities of the individual. An employee must always ensure they maintain clear professional boundaries in situations of this nature.

Where an employee has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with the DSL.

Employees should ensure:

- They consider the way in which they offer comfort and reassurance to a distressed person and do it in a professional and appropriate way
- They are vigilant in offering reassurance in one to one situations and always record such actions
- They follow our Safeguarding Code of Conduct
- They never touch a person in a way which may be considered inappropriate

- They record and report situations which may give rise to concern from either party
- They never assume that all people seek physical comfort if they are distressed.

## 10. One-to-one assessment visits

In order to safeguard our employee against allegations, and to safeguard our learners, all assessment activities involving learners will be conducted at our premises and/or the learner's place of work. In the event that both premises are inaccessible, a meeting must be re-arranged or be held in a public place. Visits must not take place at a learner or employee home address.

## 11. First Aid

St Helens Chamber has appointed numerous employees to be qualified in emergency first aid. These individuals will be responsible for the administration of any first aid. When administering first aid, wherever possible, employees should ensure that another employee is aware of the action being taken. Parents should always be informed when first aid has been administered to any learner aged under 18 years old.

All incidents should be recorded and reported in line with our accident reporting procedure.

St Helens Chamber employees are not qualified in administration of medication. In the event a person requires medication for a personal health problem they will be asked to self-administer medication or treatment including ointment or the use of inhalers.

## 12. Media, communication & information

This policy should be used in conjunction with our E-Safety policy to ensure that any personal information around media and communication is:

- Kept confidential unless we have a specific agreement in place that dictates otherwise. Information that relates to a safeguarding incident will, however, be passed to the DSL or law enforcement agency
- Used appropriately, inclusive of images, ensuring they are respectful, not degrading, sexual, inappropriate or discriminatory
- Captured with written permission/consent from the appropriate individual.

## 13. Dress Code


Please refer to the "Dress for your Day policy".

## 14. Potential breaches

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your work for St Helens Chamber. Any breach of the Safeguarding Code of Conduct may result in disciplinary action, including termination of your employment with St Helens Chamber as appropriate.

In some circumstances, if following investigation breaches are found, this may result in reports to relevant external bodies including police and Local Authorities.

## 15. Document Information

<b>Document Type</b>	Code of Conduct
<b>Department (s)</b>	Human Resources
<b>Owner</b>	Safeguarding Lead
<b>Authoriser</b>	Chief Executive
<b>Signed</b>	
<b>Date updated</b>	22/07/2022
<b>Next Review Date</b>	22/07/2023

**Employee Declaration:**

I confirm that I have read the above code of conduct and understand that failure to adhere to the code of conduct could result in disciplinary action being taken, up to and including dismissal.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	