

Code of Conduct

Thank you for choosing to be part of the team at Refresh Dance and Fitness. As a team, we are committed to keeping children safe. Please would you fill out this form so that we are all in agreement on our responsibilities when looking after other people's children.

Please read through ALL of the statements below in 'DO' and 'DO NOT's' and then sign and hand back in to confirm you have read and understood:

Here is a list of things to do...

- Exercise caution about being alone with a child. In situations where this is unavoidable, ensure another worker or volunteer knows what you are doing and where you are.
- Ensure that any physical contact is open and initiated by the child's needs, e.g. for a hug when upset or help with toileting.
- Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help
- Talk explicitly to children about their right to be kept safe from harm
- Listen to children and take every opportunity to raise their self esteem
- Work as a team with your coworkers/volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it
- Remember if you have to speak to a child about their behaviour you are challenging 'what they did', not 'who they are'
- Read the Safeguarding Policy and be confident that you can recognise when a child may be suffering harm, handle disclosure and when to report concerns
- Seek advice and support from your colleagues and Designated Safeguarding Lead
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself
- Seek opportunities for training
- Where possible encourage parents to take responsibility for their own children

Here is a list of the things NOT to do...

- Use any kind of physical punishment or chastisement such as smacking or hitting
- Use non-prescribed drugs or be under the influence of alcohol or smoke in front of a child
- 'Friend' or 'follow' anyone under the age of 18 on social media
- Have phone numbers for anyone aged under 18 (there are some exceptions to this rule which are to be discussed and agreed with the Designated Safeguarding Lead and consented to by parents/ carers)
- Give anyone under the age of 18 a lift in a car (there are some exceptions to this but anything like this MUST be agreed by the Designated Safeguarding Lead and the parent/ carer)
- Behave in a way that frightens or demeans any child
- Use any racist, sexist, discriminatory or offensive language
- Invite a child to your home or arrange to see them outside the set activity times
- Engage in any sexual activity (including sexualised language) with a child you meet through your duties or start a personal relationship with them, this is an abuse of trust
- Engage in rough or physical games, including horseplay
- Let allegations a child makes go unchallenged, unrecorded or not acted upon

- Rely upon good nature to protect you or believe “it could never happen to me”
- Give children presents or personal items *

*Exceptions: Small birthday/leaving tokens; providing equipment for a family in need to enable participation. Gifts should come from the organisation, be agreed with the Designated Person and the child’s parent/carer. Gifts should not be accepted other than small tokens, which you should mention to the activity leader

This policy will be reviewed annually.
Date of last review **03/01/2020**

Signed.....**S. Ashworth**..... (Designated Safeguarding Lead)

STAFF

Louise Jacobs: _____ L. Jacobs _____ Date: _____ 04.01.2020 _____

Connor Harmsworth _____ C. Harmsworth _____ Date: _____ 04.01.2020 _____

Claire Grant _____ C. Grant _____ Date: _____ 04.01.2020 _____

Denise Ashworth _____ D. Ashworth _____ Date: _____ 04.01.2020 _____

Nicola Islip _____ N. Islip _____ Date: _____ 04.01.2020 _____

Natalie Ashworth _____ N. Ashworth _____ Date: _____ 04.01.2020 _____

Appendix A: Definitions of abuse

Physical abuse

A form of abuse that may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately causes illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved, inadequate, or valued in so far as they meet the needs of another person only, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the over protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (or cyber bullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males (as is the stereotype). Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's physical and/ or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing, and shelter (including exclusion from home and abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care givers); ensure access to appropriate medical care or treatment. It may also include an unresponsiveness to a child's basic emotional needs.

This is not a complete list, just examples. It is essential to remember it is not the role of staff or volunteers to determine whether abuse has taken place. It is simply to identify concerns and share them first with the DSL and then the Local Authority.

Appendix B: Harm

Harm (or potential harm) to a child may come to your attention in a number of ways:

- Information given to you by the child, his/ her friends a family member or close associate
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' harmful situations through play.
- An injury may arouse suspicion if; it does not compare with the explanation given, different individuals give different explanations, the child appears anxious when discussing the injury, a child is pre mobile or has limited mobility and is bruised.
- Suspicion is raised as a picture of events is built up over time
- A child or young person is known to be having contact with an individual/s that have been identified as presenting a potential risk of harm to children.
- A parents behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child for example substance misuse.

Appendix C: Disclosure

Managing a disclosure from a child:

- Listen carefully
- Do not ask leading or probing questions
- Never stop an individual who is talking freely
- Never promise to keep a secret
- Be reassuring they have done the right thing in disclosing
- Following the disclosure record the information and pass it on to your DSL.