



## Safeguarding Children - Code of Behaviour

It is the policy of Imaging Partnership (IP) and Picture Train to safeguard the welfare of young people by ensuring our practitioners are committed to our Code of Behaviour and being aware of how to report concerns about possible child abuse.

### Code of Behaviour

Do	Do Not
Do put this code into practice at all times	Do not develop sexual relationships with young people. You are in a position of trust and if you develop a sexual relationship with a young person under the age of 18, it may constitute a criminal offence under the Sexual Offences Act
Do treat everyone with dignity and respect	Do not be drawn into inappropriate attention seeking behaviour eg tantrums and crushes
Do set an example you would wish others to follow	Do not trivialise abuse
Do treat all young people equally – show no favouritism	Do not permit abusive peer activities eg bullying,
Do plan activities that involve more than one other person being present, or at least are within sight and hearing of others	Do not engage in inappropriate behaviour or contact – physical, verbal or sexual
Do respect a young person’s right to personal privacy	Do not play physical contact games with young people
Do allow young people to talk about any concerns they have	Do not make suggestive remarks or threat to a young person – even in fun
Do encourage others to challenge attitudes/behaviours they do not like	Do not let allegations, suspicions or concerns about abuse go unreported
Do make sure colleagues know where you are and what you are doing	Do not just rely on your good name to protect you
Do remember that someone else might misinterpret your actions, no matter how well intentioned	

## **What happens if.....**

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern to your IP or Picture Train Manager who will then liaise directly with the school.

### **1. If a young person tells you about abuse by someone else –**

- a. Allow them to speak without interruption accepting what is said.
- b. Offer immediate reassurance and understanding while passing no judgement.
- c. Advise that you will try to offer support and that you must pass the information on.
- d. Immediately contact your IP or Picture Train Manager to tell them what has occurred and write careful notes of what was said, using the young person's actual words where possible. Make sure you date and sign the notes.

Note: in an emergency (young person at imminent risk of significant harm) contact the Police or Social services direct. Inform your Picture Train or IP Manager as soon as possible.

### **2. If you have a concern about a young person's safety and wellbeing –**

- a. Immediately tell your IP or Picture Train Manager to tell them what has occurred and write careful notes to detail your concerns. Make sure you date and sign the notes.
- b. Send your notes to your Manager and they will liaise direct with the school or the appropriate authority.

### **3. If you receive a complaint or allegation about any adult or about yourself -**

- a. Immediately tell your IP or Picture Train Manager.
- b. Write careful notes of what you witnessed, heard or were told.
- c. Sign, date and pass your notes to your Manager.
- d. Try to ensure no-one is placed in a position which could cause further compromise.