

Safeguarding Do's and Don'ts

This advice is aimed specifically at outreach work or any activity in schools or environments where you will be interacting with children and under-18s.

All schools will have a designated safeguarding lead and process. Ask who this is, and be aware of and respect the school's own regulations and advice regarding safeguarding.

<u>DO</u>	<u>DON'T</u>
<ul style="list-style-type: none"> • Find out who the Senior Designated Officer is • Maintain boundaries • Declare any gifts you are offered/receive • Ensure that selection processes are fair • Be aware that contact may be misconstrued • Consider how contact is made • Be prepared to explain your actions • Be sensitive to culture, religion, gender • Consider Health and Safety Regulations • Consider what is appropriate • Avoid, wherever possible, one to one situations involving pupils • Avoid remote and secluded areas • Avoid "engaged" signs • Avoid physical contact when children are in a state of undress • Avoid visually intrusive behaviour • Announce intention if entering a changing room • Dress safely and appropriately for the tasks that you are required to undertake • Treat all persons with respect and dignity 	<ul style="list-style-type: none"> • Adults must not have sexual relationships with pupils • Adults must not communicate with pupils in ways that could be interpreted as sexually suggestive or provocative • Adults must not make sexual remarks to pupils • Adults must not discuss their own sexual relationships with pupils • Do not disclose personal contact details • Do not access Social Networking Sites with pupils • Do not use force as punishment • Do not assume that all children seek physical comfort if they are distressed • Never touch a child in a way that might be considered indecent • Do not ask children or young people to undertake personal jobs or errands • Do not give gifts or rewards as an individual • Do not change in the same place as pupils • Do not share showers/bathrooms • Do not use mobile phones to take pictures • Do not take pictures in secret