

Safeguarding - Behaviour Code

A code of good practice for Northumbria University staff and delivery partners, particularly when working with under 18s and vulnerable adults, so everyone is aware of their responsibilities, our expectations and what to do if they receive a disclosure.

DO	Be professional when working with under 18s and vulnerable adults
	Maintain the boundaries of your role when supporting/advising students and refer onto specialist services in accordance with When to Refer protocols
	Treat everyone equally and with respect - show no favouritism
	Plan activities, and interact with, under 18s and vulnerable adults within sight and hearing of others, preferably with at least one other present
	Ensure that the parent (or those with parental responsibility) gives consent and, whenever possible, encourage the participant to assent (e.g. in research activities)
	Follow any recommended adult-to-young people ratios for meetings and activities
	Avoid situations that could affect relationships within the group
	Allow under 18s and vulnerable adults to talk about any concerns they have
	Challenge inappropriate actions and language - encourage others to talk freely about attitudes or behaviours they don't like
	Remember this Code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
	Steer clear of inappropriate attention-seeking behaviour e.g. flirting, crushes, tantrums, etc
	Remember this code when sending texts, emails, making phone calls and using the internet
	Remember that others might misunderstand your behaviour, however well meant
	Respect a young person's right to personal privacy BUT ...
take any allegations or concerns of abuse seriously and refer them to a Designated Safeguarding Officer ("DSO") immediately
Seek advice from your line manager or a DSO if you have any concerns or queries	
DON'T	Be overly familiar or take part in inappropriate behaviour or contact, whether physical, verbal or sexual e.g. play fights, insults, obscene gestures
	Form a relationship that is an abuse of trust
	Share personal information about yourself with under 18s or vulnerable adults
	Stray into trying to provide the types of support that should instead be provided by specialist central services (see When to Refer)
	Act in a way that can be perceived as threatening or intrusive
	Engage in regular private contact with under 18s or vulnerable adults via phone, text or social media, to avoid relationship boundaries becoming blurred
	Make threats or suggestive or offensive remarks, or lewd or sexually explicit comments, even in fun
	Engage in inappropriate physical contact games
	Search for unlawful items on another person
	Patronise or treat children and vulnerable adults as if they are silly;
	Trivialise abuse or allow bullying or abusive activities e.g. initiation ceremonies
	Let allegations, suspicions, or concerns about abuse go unreported
	Take photographs or videos without written parental/guardian/carer consent
	Rely just on your good name to protect you or believe 'it'll never happen to me'
	Use inappropriate language when writing, phoning, emailing, using social media or using the internet.

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What happens if...?
<p>Someone tells you about abuse by someone else:</p> <ul style="list-style-type: none"> • respond in a calm manner • allow them to talk without interruption, just accept what is said • avoid physical contact with the under 18 or vulnerable adult unless it is absolutely necessary. • ensure that if any form of physical contact is required (e.g. to administer first aid or if the individual has a disability or visual impairment and needs assistance) it is provided openly • treat the comments seriously and provide reassurance that he/she was right to tell you • take care not to ask them leading questions (i.e. avoid putting words into their mouth) but ensure that you have a clear understanding of what had been said • explain that you will need to share what you have been told, but reassure them that it will only be disclosed to those that need to know • don't say you will keep it a secret or confidential or promise any outcome that may not be feasible in light of subsequent developments • make a full record of what you remember has been <u>said, heard and seen (using SAFE1 Form)</u> • immediately report the matter to a Designated Safeguarding Officer.
<p>If you have a concern about an under 18 or vulnerable adult or you get a complaint about anyone, including yourself:</p> <ul style="list-style-type: none"> • report all concerns to a Designated Safeguarding Officer immediately (at most within 24 hours). • make a full record of what you remember has been <u>said, heard and seen (using SAFE1 Form)</u>
<p>Other practicalities to consider:</p> <ul style="list-style-type: none"> • ensure the safety of the under 18 or vulnerable adult, including the need for appropriate medical treatment, if required, e.g. call an ambulance. • ensure that any medical staff involved are made aware that this may be a Child or Vulnerable Adult Protection issue. • it may be appropriate to inform parents or carers (e.g. if medical treatment is required). However, it <u>would not be appropriate</u> to advise parents or carers that this may be a Child or Vulnerable Adult Protection issue, as advice must be taken from the Local Authority "Designated Officer", Police or Local Safeguarding Children's Board, as appropriate.