**Guidelines for all workers Appendix 2**

* Plan your work so as to minimise situations where abuse may occur.
* treat everyone with respect and dignity;
* ensure that your own language, tone of voice and body language is respectful;
* always aim to work within the sight of another adult;
* toilet breaks should be organised where applicable;
* ensure another adult is informed if a person needs to be taken to the toilet’
* ensure that young people and vulnerable adults know who they can talk to if they need to speak to someone about a personal concern;
* respond appropriately to people’s needs and concerns ensuring there are other adults around;
* if any activity requires physical contact, ensure that the child, young person, vulnerable adult and their parent/carers are aware of this and its nature beforehand;
* administer any necessary First Aid with others around;
* obtain consent for any photographs/videos to be taken, shown or displayed;
* record any concerning incidents and give the information to your Group Leader. Sign and date the record;
* always share concerns about a child, young person or vulnerable adult or the behaviour of another worker with your group leader and/or Parish Safeguarding Representative.
* If you see another Leader or Worker acting in a way, which might be misconstrued, be prepared to speak to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

You should NOT:

* initiate physical contact. Any necessary contact should be initiated by the individual;
* invade the individual’s privacy while washing or toileting;
* play rough physical or sexually provocative games;
* use any form of physical punishment;
* be sexually suggestive about or to an individual even in fun;
* touch an individual inappropriately or obtrusively;
* scapegoat, ridicule or reject an individual or group;
* permit abusive peer activities eg. initiation ceremonies, ridiculing or bullying;
* show favouritism to any individual or group;
* allow an individual to involve you in excessive attention seeking that is overtly physical or sexual in nature;
* give lifts to an individual on their own;
* drink alcohol when responsible for children, young people or vulnerable adults;
* share sleeping accommodation inappropriately;
* invite a child, young person or vulnerable adult to your home alone;
* arrange social occasions with children, young people or vulnerable adults (other than family members) outside organised group occasions;
* allow unknown adults access to children, young people or vulnerable adults. Visitors should always be accompanied by a know person;
* allow strangers to give lifts to children, young people or vulnerable adults.

Advice on touch:

* All volunteers must work with or within sight of another adult.
* Always ask if they wish to be touched or hugged.
* Shaking hands is courteous & often appreciated by older people.
* If you touch or hug, hands should be outside the person’s clothing and never on any part of body that might be considered inappropriate (knees, bottom, breasts).
* It’s important that those with learning disabilities learn what form of body contact is appropriate in different social situations, this helps to keep them safe and helps them to become aware when people are behaving inappropriately and possibly exploiting them.
* Occasionally it may be necessary to restrain someone who is harming themselves or others. Use least possible force and inform parent/carer as soon as possible. Incidents should be recorded and information given to safeguarding co-ordinator.
* Physical contact should be the appropriate response to child/vulnerable adults needs, not the needs of the adult.
* Colleagues must be prepared to support each other.
* Be prepared to speak out if you think an adult/colleague is behaving inappropriately.

**MONEY/GIFTS**

If you are given money or gifts for any reason, ensure the donation is acknowledged

(by receipt and/or thank you letter) as soon as possible. This both preserves the audit

trail for the donation and protects you against any complaint that money has been

taken without the knowledge or consent of the vulnerable adult, young person or child.

**E-SAFETY**

Please see Harnham Parish separate policy on E-Safety.