



Alternative Provision of Education

NBP APE 01 - Safeguarding Code of Conduct

Overview

All Nuneaton & Bedworth Leisure Trust (NBLT) employees seek to provide a safe and supportive environment, which secures the well-being and very best outcomes for children and young people accessing our services.

However, the nature of NBLT work means that tensions and misunderstandings can occur during interactions between employees and children and young people, and employees behaviours may give rise to allegations being made against them. Allegations may be genuine, malicious or misplaced. They may arise from differing perceptions of the same event.

NBLT employees can quite rightly feel concerned about their vulnerability, this code of conduct sets out to give a clearer understanding and advice about what constitutes illegal behaviour and what might be considered as misconduct; as well as practical guidance about which behaviours constitute safe practice and which behaviours should be avoided.

It is hoped that this guidance will assist employees to monitor their own standards and practice by raising awareness of illegal, unsafe and unwise behaviour.

The DSL's for Nuneaton & Bedworth Leisure Trust Alternative provision of Education are Rachel Booth, Operations Manager, Guy Blissett, Schools and Sporting Services Manager and Connor Woolaston, APE Co-ordinator. There are also other DSL's within the company who are available at all times.

Underpinning Principles:

- Employees are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Employees should work, and be seen to work in an open and transparent way.
- Employees should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further actions agreed, in accordance with the Safeguarding Policy and the policy for keeping and maintaining records.
- Employees should apply the same professional standards regardless of gender or sexuality.
- All employees should know the name of their designated person for safeguarding and be familiar with safeguarding policies, arrangements and understand their responsibilities.
- Employees should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

1. Introduction

This guidance has been produced to help employees establish the safest possible learning and working environments.

The aims are to safeguard children and young people and reduce the risk of employees being falsely accused of improper or unprofessional conduct.

This code of conduct applies to all adults working at NBLT whatever their position, roles or responsibilities.

2. Duty of Care

NBLT Employees are accountable for the way in which they exercise authority; manage risk; use resources; and protect children and young people from discrimination and avoidable harm.

All employees, whether paid or voluntary, have a duty to keep children and young people safe and to protect them from physical and emotional harm.

Employers have a duty of care towards their employees under the Health and Safety at Work Act 1974 which requires them to provide a safe working environment for staff and guidance about safe working practices.

The Act also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings.

Employees must ensure they understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.

Employees must avoid any conduct which would lead any reasonable person to question their motivation and intentions. They must take responsibility for their own actions and behaviour.

3. Exercise of Professional Judgement

No guidance can provide a complete checklist of what is, or, is not, appropriate behaviour for employees. It does highlight however, behaviour that is illegal, inappropriate or inadvisable.

However, there will be occasions and circumstances in which employees will have to make decisions or take action in the best interest of the child or young person which could contravene this guidance or where no guidance exists.

Employees should where no specific guidance exist discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted.

Employees must always discuss any misunderstanding, accidents or threats with their line manager and ensure records are taken of these discussions and actions taken with their justifications.

4. Power and Positions of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working in leisure, sporting and educational settings are in positions of trust in relation to the children and young people in their care. There is potential for exploitation and harm and employees have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, employees should avoid behaviour, which might be misinterpreted by others, and report and record any incident with this potential.

Employees should not use their position to gain access to information for their own advantage and/or a child or young person or their family's detriment or use their power to intimidate, threaten, coerce or undermine learners. No employee should use their status and standing to form or promote relationships, which are of a sexual nature.

5. Confidentiality

Some employees may have access to confidential information about children and young people in order to undertake their everyday responsibilities. In some circumstances employees may be given additional highly sensitive or private information.

They should never use confidential or personal information about a child and/or young person or their family for their own, or others' advantage (including that of partners, friends, relatives or other organisations).

Information must never be used to intimidate, humiliate, or embarrass the pupil.

Confidential information should never be used casually in conversation or shared with any person other than on a need to know basis.

In circumstances where the learner's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which an employee may be expected to share information about a child and /or young person, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities.

If an employee is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior management.

Employees are expected to treat information they receive about children and young people in a discreet and confidential manner. If any employee is in any doubt about sharing information they hold or which has been requested of them, they should seek advice from a senior member of staff.

All employees need to be cautious when passing information to others about a learner.

6. Propriety and Behaviour

All employees have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general. Employees should not use any form of degrading treatment.

The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting. Employees should not behave in a manner which would lead any reasonable person to question their suitability to work with learners or act as a role model.

Employees should not:

- Make sexual remarks to a child and/or young person (including email, text messages, Twitter, Facebook, Instagram, phone or letter or any other form of correspondence)
- Discuss their own sexual relationships with, or in the presence of, children and young people.
- Discuss a child and young person's sexual relationships in inappropriate settings or contexts
- Enter into or encourage inappropriate or offensive discussion about sexual activity.
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.

7. Gifts

Employees should be aware of NBLT guidance including arrangements for the declaration of gifts received and given.

Employees need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Additionally, no gift should ever be accepted if the child and/or young person has shown any unwanted attention or infatuation towards the employee.

Any gift received - no matter how small- must be reported to the staff member's line manager.

There are occasions when children and/or young people wish to pass small tokens of appreciation to employees e.g. as a thank-you and this is acceptable, although should not be encouraged.

However, it is unacceptable to receive gifts on a regular basis or of any significant value.

No gift of a personal nature e.g. jewellery / clothing should ever be accepted.

8. Infatuations / Unwanted attention

Employees need to be aware that it is not uncommon for children and/or learners to show unwanted attention towards an employee and/or develop a heterosexual or homosexual infatuation.

All situations should be responded to sensitively to maintain the dignity of all concerned.

Employees should also be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

Should a child and/or young person display any unwanted attention towards an employee (inappropriate language/ touch / invading personal space etc.) or an employee become aware that a learner may be infatuated with them or a colleague, they must report this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

9. Social Contact

Staff should not establish or seek to establish social contact with children and young people for the purpose of securing a friendship or to pursue or strengthen a

relationship. Even if a child and/or young person seeks to establish social contact, or if this occurs coincidentally, the employee should exercise her/his professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff should not give their personal details such as home/mobile phone number; home or e-mail address to learner.

Internal e-mail systems should only be used in accordance with NBLT policy.

Employees must advise their line manager of any social contact they feel may compromise NBLT and their own professional standing.

10. Physical Contact

This section links to Physical Intervention Policy NB APE 010:

Below is a brief summary:

In all cases physical intervention must be logged immediately and senior member of staff/manager informed.

There may be rare occasions when it is entirely appropriate and proper for employees to have physical contact with children and/or young people, but it is crucial that they only do so in ways appropriate to their professional role.

When physical contact is made with children and/or young people it should be in response to their needs at the time, of limited duration and appropriate given their age, gender, ethnicity and background.

Employees should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority.

If an employee believes that an action could be misinterpreted, the incident and circumstances should be reported as soon as possible.

Where feasible, employees should seek the child and/or young person and or their parent/guardian's permission before initiating contact.

Employees should be aware that even well intentioned physical contact may be misconstrued by a child and/or young person, an observer or by anyone to whom this action is described.

An employee should never touch a child and/or young person in a way which may be considered indecent, they should always be prepared to explain actions and accept that all physical contact be open to scrutiny.

An employee should never indulge in horseplay, tickling or fun fights.

In all cases a **Physical Intervention Log** must be completed, signed by a senior member of staff/manager.

11. One to One Situations.

Employees working in one to one situations with children and/or young people may be more vulnerable to allegations Employees should recognise this possibility and by using recommendations from the NBLT Safeguarding Policy plan and conduct such delivery/meetings accordingly.

Every attempt should be made to ensure the safety and security needs of both children and/or young people and employees are met.

Employees should where possible avoid meetings with children and young people in remote or secluded areas. Ensure there is visual access and/or an open door in one to one situations.

Employees must inform other employees beforehand, assessing the need to have them present or close by, avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or interpretation of secrecy.

Employees must report any situation where a child and/or young person become distressed or angry to their line manager.

12. Educational visits and Trips.

Staff should take particular care when supervising children and/or young people in the less formal atmosphere of a visit or trip, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Employees must be accompanied by another adult during trips and visits unless otherwise agreed with their senior manager.

A risk assessment should be completed prior to any trip or visit.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts. It is also the employee's responsibility to comply with the relevant sections of the NBLT Safeguarding Policy when going of site with children and/or young people.

13. Internet Use

NBLT have clear policies about access to and the use of the Internet.

Under no circumstances should staff or learners use NBLT equipment to access inappropriate or indecent material. All employers must follow and adhere to the NBLT ITT Policy at all times.


14. Keeping Children Safe in Education September 2024

All employees must adhere to Keeping Children Safe in Education (KCSIE 2024) September 2024 at all times.

Policy approved by:

Rachel Booth – Operations manager

Guy Blissett – Schools and Sporting Services Manager

This policy was adopted on	Signed on behalf of Alternative Provision of Education (APE)	Date for review
02/09/2024	 C. Blissett	02/09/2025