

Boundaries

- Be clear of your role and maintain appropriate professional boundaries.
- Avoid behaviour which might be misinterpreted by others, whether you are at work or not.
- Never make promises or keep secrets.
- Be open, honest and transparent.
- Wear appropriate clothing for your role.
- Take care that your language or conduct does not give rise to comment or speculation.
- Treat young people with respect; never use sarcasm, demeaning or insensitive comments.
- Don't share personal information about children in your care with non professionals outside the work place.
- Don't ask children to undertake personal jobs or errands.
- Advise senior managers of any social contact you may have with a young person or parent with whom you work that may give rise to concern.

For further copies of this leaflet, please contact:
LSCBCommunication@suffolk.gov.uk

Alternatively, you can download copies of this and other LSCB leaflets from our website:
www.suffolkscb.org.uk

Referral

If you have an immediate safeguarding concern you should contact Customer First on:

0808 800 4005 (24 hours)

In an emergency telephone 999 and ask for the Police.

All agency referrals should be followed up by completion of a Multi-Agency Referral Form (MARF) within 24 hours.

The MARF is available on the LSCB website.

The Local Authority Designated Officer (LADO) provides advice and guidance to employers and voluntary organisations in respect of all cases in which it is alleged that a person who works with children may have behaved in a way that has harmed a child or poses a risk to a child.

The Local Authority Designated Officers can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or using the LADO central telephone number **0300 123 2044**

www.suffolkscb.org.uk



Suffolk Safeguarding Children Board

Guidance for Safer Working Practice

for adults who work with children and young people



www.suffolkscb.org.uk

Introduction

All adults who come into contact with children and young people in their work have a duty of care to keep those children safe.

However, it is recognised that in this area of work tensions and misunderstandings can occur. Allegations may sometimes be malicious or misplaced. They may arise from different perceptions of the same event but, when they occur, they are inevitably distressing and difficult for all concerned.

It is therefore essential that all possible steps are taken to safeguard children and young people and ensure that the adults working with them are safe to do so.

If you have concerns about a child or young person, or the conduct of a colleague, you should talk to the designated Safeguarding person in your workplace or contact **Customer First** on **0808 800 4005**.

In an emergency telephone 999 and ask for the Police.

This guidance cannot cover all eventualities. We would therefore recommend that all staff make themselves familiar with, and follow, their organisation's policy or guidelines on Safer Working Practice for Adults Who Work with Children and Young People.

Physical Contact

- Be clear about what physical contact is appropriate for you and the young people with whom you are working.
- Best practice would ensure that other adults are always close by and that you can be seen.
- Never touch a child in a way which could be considered indecent.
- Ensure that you are aware of, and follow, your local guidance and protocols around safe and appropriate physical contact.
- Inform and include parents or carers in any agreed care or behaviour support plan.
- Never use force as a form of punishment.
- Report any inappropriate contact initiated by a child.
- Record and report any incident where physical intervention has been used.



Communication

- Remember that any personal information put on the internet is available for all to see.
- Do not text, email or give out personal contact details to young people, unless this has been agreed with senior management, parents or carers.
- Obtain parental/carer's permission to take and/or display photographs.
- Ensure that children are not exposed to unsuitable material or images.

Managing Behaviour

- Check out any relevant information that may help you to know how to deal with the needs of each individual child.
- Be aware of any actions or factors that may impact on a young person's behaviour.
- Try to defuse the situation or distract the child before things escalate.
- Record any incidents where you have had to use your own professional judgement and share this with your line manager.
- Make sure you always follow procedures for recording and reporting systems.
- Whenever you have concerns discuss with your line manager.