



SAFEGUARDING CODE OF CONDUCT

This card contains essential information for all Girls Assemble colleagues and volunteers.

When working with Children, Young People or Adults at Risk:

DO...

1. DO Take all reasonable steps to ensure the health, safety and welfare of those in contact with Girls Assemble.
2. DO Report all allegations, suspicions and concerns immediately.
3. DO Keep a written record of any safeguarding incident, allegation or concern, in line with Girls Assemble's safeguarding policies.
4. DO Communicate in a way that is respectful and appropriate to age, understanding and preference.
5. DO Ensure your behaviour, language, gestures and clothing are appropriate and above reproach.
6. DO Ensure that the focus of any work or volunteering remains based on work or volunteering and not on becoming friends.
7. DO Make yourself aware of any behaviour or relationship difficulties involving those you are working with.

DON'T...

1. DON'T Put yourself in a compromising situation, such as by spending a lot of time with a child, which could result in an allegation.
2. DON'T Offer to do things of a personal nature for anyone who is capable of doing these for themselves.
3. DON'T Exchange any personal contact information of any kind with children, young people or adults at risk. If you receive a friend request from a child, young person or adult at risk via a social network, do not accept the request and inform your line manager or staff supervisor.
4. DON'T Make sexually suggestive comments.
5. DON'T Have inappropriate physical or verbal contact e.g. engage in rough, physical or sexually provocative behaviour nor any form of inappropriate touching or language.
6. DON'T Tolerate bullying, rule violations or use of prohibited substances.