

## SAFEGUARDING : CODE OF BEHAVIOUR

Kirklees Council is committed to a practice, which protects children from harm (this includes everyone under the age of 18) and Adults (Vulnerable Adults term has now been removed – the Adults wording is now based upon the activity carried out and a definition is at the end of this document).

This document is based upon current Legislative requirements.

Staff and volunteers in this organisation accept and recognise the responsibilities to develop awareness of issues, which cause children and / adults harm.

We will endeavour to safeguard children and / or adults by –

- ✍ Adopting child / adult protection guidelines through a code of behaviour for staff and volunteers.
- ✍ Sharing information about protection and good practice with children, parents, guardians, staff and volunteers.
- ✍ Schools will follow the Kirklees Safeguarding Children Board for schools policy : <http://www.kirkleessafeguardingchildren.co.uk/>
- ✍ Sharing information about concerns with agencies who need to know, and involving parents and children / adult appropriately.
- ✍ Following carefully the procedures for recruitment and selection of staff and volunteers.  
Please refer to the Safer Recruitment Training found on the following websites: <http://businessolutions.kirklees.gov.uk/>  
Or : <http://www.kirkleessafeguardingchildren.co.uk/>
- ✍ Providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice at regular intervals.

**ANY UNCERTAINTIES SHOULD BE DISCUSSED WITH YOUR LINE MANAGER**

**If not available then the appropriate Designated Protection Officer should be contacted :**

Children : Mr P Holmes - [phil.holmes@kirklees.gov.uk](mailto:phil.holmes@kirklees.gov.uk) / 01484 226748

Adults : Ms S Carlile - [sarah.carlile@kirklees.gov.uk](mailto:sarah.carlile@kirklees.gov.uk) / 01484 221000 and when prompted ask for Sarah carlile

## ONE TO ONE CONTACT

Staff and volunteers should

- Not spend excessive amounts of time alone with children and / or adults, away from others
- In the event of having to meet with an individual child or adult make every effort to keep this meeting as open as possible.
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts
- Not make or develop relationships outside the work environment i.e. Facebook or any other type of social media or personal contact (<http://socialmedia.kirklees.gov.uk>)
- Not make friends with students or ex-students who are under the age of 18

## PHYSICAL CONTACT

Staff and volunteers should **never**

- Engage in sexually provocative or rough physical games, including horseplay
- Do things of a personal nature for a child and / or adult that they can do for themselves. If such an incident arises, for example, where a child or adult has limited mobility, staff should seek a member of appropriately trained staff within the building where the incident takes place to deal with such an incident
- Allow, or engage in, inappropriate touching of any kind

## GENERAL

Staff and volunteers should

- Be aware that someone might misinterpret their actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention-seeking situations such as tantrums or crushes
- Never exaggerate or trivialise abuse issues or make suggestive remarks or gestures about, or to a child adult even in fun
- Relationships built whilst at Kirklees or through your Professional role, should not be exploited once you leave your role.
- When using Mobile devices or cameras do not take photos of children / students. Consent is required for children / students under the age of 16.

## FINANCIAL RISKS / GIFTS

Staff and Volunteers should

- Where employees provide personal services, such as representation and care, the customer will often wish to show their appreciation. Please refer to 7.9.4, 7.9.5 and 7.9.6 in the Employee Handbook on the Kirklees Website. These principles also apply to Volunteers

## RELATIONSHIPS

Staff and volunteers

- who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role or the work that they are undertaking
- Should complete the Declaration of Interest form and let their Manager have this.

## WHISTLEBLOWING

The council provides the opportunity for you to raise genuine concerns if you believe colleagues are behaving inappropriately. You can report concerns through an answerphone without leaving your name if you wish. You should give as much information as you can, including names, dates, places, history and why you are concerned. You are encouraged, but not required, to leave your name and contact details – it is much easier to investigate a concern if we can speak to you directly and confidentially.

All messages on the answerphone and email will be heard and seen only by the council's Corporate Customer Standards team. They will then review all messages confidentially, and contact either the Head of Audit and Risk or the Head of HR.

The number is 01484 225030

Emails can be sent to: [whistleblowing@kirklees.gov.uk](mailto:whistleblowing@kirklees.gov.uk)

## **SHARING INFORMATION ABOUT SAFEGUARDING AND GOOD PRACTICE WITH REGARDS TO CHILDREN & ADULTS, STAFF AND VOLUNTEERS**

Good communication is essential in any organisation. At Kirklees Council every effort will be made to assure that, should individuals have concerns; they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

### **Children and Adults**

Children and adults have a right to information, especially any information that could make life better and safer for them. Kirklees Council will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

### **Parents**

Parents / persons with parental responsibility are ultimately responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

1. Publicising information on all relevant websites
2. Publishing the names of the Designated Safeguarding Leads on our websites along with how to make a complaint on the internet site
3. Working with and having agreed sharing protocols and agreed standards with all relevant bodies involved with the Safeguarding of Children and Adults.

### **Staff & Volunteers**

As an organisation, which offers a wide range of support and guidance to children and adults, it is imperative that each member of the staff is aware of their responsibilities under the Safeguarding legislation and has a working knowledge of procedures. Members of staff will receive specific up to date training in Safeguarding where it is a requirement of their job / role.

## **ADULTS definition:-**

**There is no longer a requirement to do activities a certain number of times before a person is engaging in regulated activity.**

**The term 'vulnerable adult' is removed and the focus for assessment needs to be on the activity carried out, for example;**

Those who provide:

- **Healthcare:** if they are a regulated health care professional or are acting under the direction or supervision of one, for example doctors, nurses, health care assistants and physiotherapists
- **Personal care:** assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks
- **Social work:** provision by a social care worker of social work which is required in connection with any health services or social services
- **Assistance with a person's cash, bills or shopping** because of their age, illness or disability
- **Assistance with the conduct of an adult's own affairs,** for example, lasting or enduring powers of attorney, or deputies appointed under the Mental Health Act
- **Conveying:** conveying adults for reasons of age, illness or disability to, from or between places where they receive healthcare, personal care or social work. This would not include friends or family or taxi drivers

# Safer Recruitment Process

## Vacancy identified

**Plan** - your recruitment process

**Prepare** - the appropriate Job Description & Person Specification (include Safeguarding responsibilities)

**Choose** - your selection criteria & your method of assessment (interview/ role play etc.)

**Advertise** - your post include Safeguarding statement

**Send out Application Pack** - include Safeguarding information (policies, procedures, checks)

**\*Statutory requirement for at least one member of any recruitment panel must be Safer Recruitment trained**

In addition it is good practise to train or brief all those who carry out recruitment in school.

## Shortlisting

**Read** - application forms; checking for gaps in information and /or work history

**References** - Request references for shortlisted candidates.

## Interview Day

**Check** - candidates ID/ Asylum & immigration status / Qualifications

**Carry out** - role play or other assessments

**Interview** - Discuss & record responses from candidates;

- any gaps or issues on application form / references
- any self-declared criminal convictions/cautions

## Interview Questions

Use all the information gathered (Application information & References) to prepare and target your interview questions; you should have;

- a series of core questions to test an individual's knowledge & skills about the role
- also questions to test their attitude & motives towards safeguarding and children
- supplemented by questions that may be specific to the information from each individual (gaps in information, Criminal disclosures and/or work history)

## Appoint a successful candidate

**Conditional offer** - an offer of appointment must be conditional upon pre-employment checks being satisfactorily completed

## Post appointment

**Induct** - all new staff, ensuring they are aware of Safeguarding responsibilities and reporting procedures

**Supervision & Support** - review on an on-going basis