



Children & Vulnerable Adults Code of Conduct & Good Practice

Good Practice Guidelines:

- Always be aware of your environment and try to use an open environment where no untoward intention could be construed
- Avoid private or unobserved situations and encourage open communication
- Secure parental/carer consent in writing, or confirm that consent has been given when photographing young people
- Secure consent from vulnerable adults, which may be in writing, signalled or gestured to show willing participation
- Treat children and vulnerable adults equally and respect their background and culture;
- Invite children and vulnerable adults to engage in activities to enable them to fulfil their ability and potential
- Maintain a safe environment and appropriate distance from participants and only engage in physical contact when necessary
- Keep a written record of any injury that occurs, along with details of any treatment given, and of time and date when parent &/or carer were informed.

Unacceptable Practice:

Staff members shall never:

- Engage in rough, physical or sexually provocative games including horseplay when engaging in activities on behalf of the Ridge
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to a child, young person or vulnerable adult even in fun
- Reduce a child, young person or vulnerable adult to tears as a form of control
- Allow allegations made by a participant to go unrecorded or not acted upon (reported in line with reporting procedure)

Appropriate touching is physical contact which is either essential for the purposes of the activity or for the other person's safety. Where this is necessary it should be explained to ensure that participants are comfortable with this contact. There should always be as little contact as necessary.

Inappropriate touching involves all forms of unnecessary physical contact.

In the event of a member of staff breaching these guidelines, the incident must be reported to the Managing Director. The incident will be discussed with those involved in it, to establish the seriousness of the incident and what the appropriate course of action should be. This

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could range from being given information highlighting the inappropriate behaviour to exclusion from Ridge activities in future. All cases shall additionally be reported by The Managing Director to the Board at the earliest opportunity.



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All new staff members & volunteers will be given information on where to find the relevant policy on the Ridge website to make them aware of the Company's position in relation to child and vulnerable adults protection. Where staff or volunteers are not able to access the website then they shall be given the option of a hard copy. Additionally they shall as part of their induction have the guidelines and Code of Practice outlined to them by their Line Manager.

All information relating to any reported incidents will be securely and confidentially stored in line with the Code of Practice for the storage, retention and disposal of disclosure information.

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