



GOOD PRACTICE GUIDELINES FOR TRUSTEES

WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

The following are the Wings South West guidelines for working with children or young people under the age of 18 years, and are based on its Safeguarding Policy. These guidelines are issued in conjunction with *KCSIE* and Home Office recommendations *Safe From Harm* and *Working Together to Safeguard Children*. All volunteers must adhere to these guidelines for safe working practice and for the prevention of any abuse to children, young people or vulnerable adults.

1. A Trustee should not be alone with a service user where their activity cannot be seen. This may require leaving doors open, having two groups working in the same room, having another adult present, or being in a place where others can observe the Trustee's practice.
2. The Trustee should treat all service users with respect and dignity befitting their age, with regard to language, tone of voice, and personal space.
3. The Trustee should not seek to form exclusive relationships with any service user or volunteer.
4. As volunteers, Trustees should not engage in any of the following:
 - Invading the privacy of service users when they are showering or using the toilet;
 - Rough, physical or sexually provocative games;
 - Making sexually suggestive comments about or to a service user, even in 'fun';
 - Inappropriate and intrusive touching of any form;
 - Any scapegoating, ridiculing, or rejecting a service user.
5. Trustees should not let service users involve them in excessive attention-seeking that is overtly sexual or physical in nature.

6. Trustees should not arrange Wings related activities within their own homes to which service users met at Wings, are invited nor should they visit service users met at Wings, in their own homes. The only exception to this guideline is where an organised activity, such as a bonfire party, has been arranged by open invitation for a group, and a number of staff are present.
7. Giving lifts to service users on their own should be avoided. If they are alone, the Trustee should ask the service user to sit in the rear of the car. When giving lifts to 2 or 3 service users, as far as possible the person in front is dropped off first. Trustees must ensure they are adequately insured to carry Wings service users in their vehicles.
8. Trustees must be familiar with and follow Wings advice on safe use of the internet.
9. Trustees must not share sleeping accommodation with service users in any activity involving overnight stays.
10. Trustees and Team members are answerable to each other in the area of Safeguarding. Concerns about possible abuse should always be reported to the Safeguarding Lead or Deputy.

I am familiar with the Wings South West Safeguarding Policy with the above guidelines and agree to work within this framework.

I am familiar with the Wings South West Confidentiality Policy and the legal requirements for confidentiality where information is disclosed, and I agree to work within these guidelines.

Signed (Trustee)

Name Date

Signed (CEO)

Name Date