



## **GOOD PRACTICE GUIDELINES FOR EMPLOYEES**

### **WORKING WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

*The following guidelines are intended to supplement Wings' Safeguarding Policy and employees must at all times, act in accordance with the terms of the Policy.*

These guidelines for working with children or young people under the age of 18 years and with vulnerable adults are issued in conjunction with Home Office recommendations *Safe from Harm* and *Working Together to Safeguard Children*. All workers and 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 worker should not be alone with a child, young person or vulnerable adult 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 your practice.
2. The worker should treat all service users with respect and dignity befitting their age, with regard to language, tone of voice, and personal space.
3. The employee should not seek to form exclusive relationships with any service user.
4. The worker should not engage in any of the following:
  - Invading the privacy of service users when they are showering or toileting;
  - 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. The worker must be able to manage the behaviour of service users without using physical punishment or verbal abuse.
6. The worker should make sure another adult is present if, for example, a service user has soiled their underclothes and needs to be thoroughly washed. This would normally be carried out by a carer trained in Personal Care.
7. The worker should not let a service user involve them in excessive attention-seeking that is overtly sexual or physical in nature.
8. Service users should not be invited into the homes of members of staff, nor should members of staff arrange to visit the homes of service users. 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.

- 9. The worker should avoid giving lifts to service users on their own. If they are alone, the worker 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 worker should arrange lifts so that the person in front is dropped off first. Workers must ensure they are adequately insured to carry work related passengers in their vehicles. Permission should be obtained from a parent/carer for regular transport.
- 10. The worker should not share sleeping accommodation with service users in any activity involving overnight stays.
- 11. The Internet Safety Policy should be followed when contacting service users to make arrangements. Emails and other messages should be kept on file or printed so they can be checked if necessary.
- 12. Team members take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported to the Safeguarding Lead or Deputy.
- 13. The worker will receive regular supervision to review all aspects of the work from their appropriate line manager.

***I have read and understood the Wings South West Safeguarding Policy together with the above guidelines and agree to work within this framework.***

Signed ..... (Employee or Youth Worker)

Name ..... Date .....

Signed ..... (Line Manager, Wings South West)

Name ..... Date .....