

## SANA Ltd Code of Conduct – Children/Protected Adult

### **You Should**

- Play your part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity
- Always put the care, welfare and safety needs of a child/protected adult first
- Respect a child/protected adult's right to be involved in making choices and decisions which directly affect them
- Listen attentively to any ideas and views a child/protected adult wants to share with you
- Respect a child/protected adult's culture (for example their faith and religious beliefs)
- Respect a child/protected adult's right to privacy and personal space
- Respond sensitively to children/protected adult who seem anxious about participating in certain activities
- Speak to a member of staff (or SANA Child Protection Officer) immediately if you suspect that a child/protected adult is experiencing bullying or harassment
- Be aware of the vulnerability of some groups of children/protected adults to being isolated and hurt (for example, children/protected adults with disabilities and learning difficulties)
- Ensure that when you are working with children/protected adults you are at least within sight or hearing of other workers (SANA's minimum recommended ratio is 1:3 if possible)
- Listen carefully to any child/protected adult who 'tells you' that they are being harmed and report what you have discovered immediately to your line manager
- Report immediately any suspicion that a child/protected adult could be at risk of harm or abuse
- Never dismiss what a child/protected adult tells you as 'lies' or exaggeration
- Only restrain a child/protected adult who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property
- Never underestimate the contribution that you can make to the development of safe communities for children/protected adults

### **You Should Not**

- Exaggerate or trivialise another worker's concerns about a child/protected adult or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it'
- Discuss personal issues about a child/protected adult or their family with other people except with your line manager when you are concerned about the child/protected adult's well being
- Be drawn into any derogatory remarks or gestures in front of children/protected adults
- Allow a child/protected adult to be bullied or harmed by anyone in the organisation
- Allow children/protected adults to swear or use sexualized language unchallenged

### **You Must Never**

- Engage in sexually provocative games, including horseplay
- Never allow others to or yourself engage in touching a child/protected adult in a sexually provocative manner
- Never make sexually suggestive comments to a child/protected adult, even in fun
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint
- Never form inappropriate emotional or physical relationships with children/protected adults
- Harass or intimidate a child/protected adult or worker because of age, 'race', gender, sexual orientation, religious belief, socio economic class or disability
- Never invite or allow a child/protected adult to stay with you at your home

I have read the above and confirm my acceptance (Signature)..... Date.....