

## Child Protection Guidelines

This Code of Conduct sets out acceptable and unacceptable standards of behaviour when representing Tutor Me Limited to ensure that all concerns about the care and protection of children/young people are effectively managed.

It is important that you read and understand what the consequences are if you behave inappropriately towards children and young people, harm or place them at risk of harm.

### **YOU SHOULD:**

- Ensure that when you are working with children you are at least within sight or hearing of other adults. **You must never be left alone in the house.**
- Attempt 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 first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example their faith and religious beliefs).
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Be aware of the vulnerability of some groups of children (for example, children with disabilities and learning difficulties; children from Gypsy & Traveller communities; Black & Minority Ethnic children).
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed.
- Report immediately to Tutor Me any suspicion that a child could be at risk of harm or abuse.
- Never dismiss what a child tells you as 'lies' or exaggeration.
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of damaging property.

**YOU MUST NEVER:**

- Discuss personal issues about a child or their family with other people except with Tutor Me Limited when you are concerned about the child's well being.
- Be drawn into any derogatory remarks or gestures in front of children or young persons.
- Allow a child, young person or adult to be bullied or harmed by anyone.
- Allow children to swear or use sexualised language unchallenged.
- Engage in sexually provocative games, including horseplay.
- Never allow others to or yourself engage in touching a child in a sexually provocative manner.
- Never make sexually suggestive comments to a child, 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.
- Harass or intimidate a child or worker because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability.
- Never invite or allow children to stay with you at your home.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_