



Code of Practice

The following code of practice applies to students and all University staff whether acting in a paid or unpaid capacity:

- Avoid unnecessary physical contact.
- Do not take a child alone in a car on journeys, however short.
- Do not take a child to the toilet, unless another adult is present or another adult is aware (this may include a parent, group leader).
- In a situation where you are alone with a child, make sure that others can clearly observe you.
- Avoid personal relationships with a child.
- Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
- Participate in the training available to you to support you in your work with children .
- If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with your Recruitment Policy Officer/HR Officer.
- If a child accuses a member of staff or a student, you should report this immediately to your Recruitment Services Manager/HR Adviser.
- If you are the recipient of any complaint or accusation from a child, it is important to listen without making or implying any judgement as to the truth of the complaint or accusation.
- If a child makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report immediately to your Recruitment Policy Officer/HR Officer.
- Good practice includes valuing and respecting children and vulnerable adults as individuals, and the adult modelling of appropriate conduct — which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism.
- Remember that those who abuse children can be of any age gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.