

The Guild Experience Code of Conduct

We are committed to making sure that every person we work with can participate in a safe environment and with their human rights fully respected. We recognise that our work will engage directly with young people who may be at risk. As such, we are in a position of trust and our responsibilities to them must be taken seriously. It is important to recognise how our own attitudes and behaviour can impact those we work with and that we ourselves can also be adults at risk.

Safeguarding is **everyone's responsibility**. We expect anyone engaging with The Guild Experience - whether staff, volunteer, partner or participant - to actively prevent harm and abuse where possible. Should you have any concerns about yourself, members of the team or any of the people you connect with through Guild Experience projects, we actively encourage you to discuss these with the Designated Safeguarding Lead for the project. A safeguarding concern can be any concern of harm, exploitation or abuse that has occurred or may occur if no action is taken.

This statement must be read thoroughly and the accompanying slip be signed and returned to the DSL. It is important for everyone who is involved in any way in The Guild Experience to safeguard and support each other, both during and outside of working hours. To do this, we ask staff, volunteers, partners and participants to:

Be part of our culture of openness, honesty and safety:

- Respect each person's boundaries and support them to develop their own understanding and sense of their rights.
- Challenge and report abusive or potentially abusive behaviour.
- Be aware of and adhere to the Project's Safeguarding Policy and undertake any training requested.
- Be aware of relevant and current health and safety rules – including public health rules and guidelines - and take appropriate steps to ensure you abide by them.

Actively behave in a safeguarding positive way: Approaches and practical steps:

- Always behave in ways that are positive and appropriate to the situation.
- Treat every person you engage with as part of the project with respect, equality, dignity and courtesy.
- Do not discriminate or show prejudice, including prejudicial signs of approval or disapproval.
- Build relationships based on the work you're undertaking together, rather than building any expectations of friendship.
- Use appropriate language and body language and follow the safe touch procedure outlined in the Safeguarding Policy at all times.
- This includes asking permission for initiating touch, ensuring intention is clear and touch is appropriate, firm, necessary, direct, precise and functional, and offering an option that does not involve touch, in case a participant wishes to avoid contact.
- Work in open environments, visible to others: avoid staying in the same room or being alone with children, young people or an adult at risk.

Safeguarding procedures: Help children or adults at risk to know what they can do if they have a problem:

- Report any incidents, disclosures and concerns to the Safeguarding Officer as soon as possible.
- Proactively seek help if you would like additional support or guidance. Contact the Designated Safeguarding Lead if needed.

Online/media:

- Staff and freelancers must not take photos of any young people under any circumstances (official project photos of participants will be taken only after consent is obtained and usage has been explained).
- Always get permission from adults if you wish to photograph them and explain the way in which the photograph will be used.
- Never give out your personal contacts and social networking sites to children or young people or directly message them. If they contact you and want to stay in touch, suggest a group chat with the young person's parents/carers to ensure everything is visible.
- Support and encourage young people and adults at risk to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.

Please check and sign below.

☐ *I have read through the Safeguarding Procedure and Code of Conduct, the Safety Program for Employees, and I understand the policies, and my role and responsibilities in ensuring the safety of all young people at The Guild Experience.*

Name:















Signature:

Date:

Responding to a Disclosure

If a child makes a disclosure:



Do	Don't
 <p>Remain calm and level-headed</p>	 <p>Promise to keep secrets</p>
 <p>Reassure the child</p>	 <p>Rush the child's account</p>
 <p>Listen carefully and actively</p>	 <p>Ask leading questions or try to interview the child</p>
 <p>Let them know that you are taking what they say seriously</p>	 <p>Make assumptions</p>
 <p>Tell them what will happen next</p>	 <p>Show that you are upset or angry</p>
 <p>Make a note of exactly what they have told you as soon as possible</p>	 <p>Show disbelief or dismiss them</p>
 <p>Share the concern following procedure</p>	 <p>Talk negatively about the potential abuser</p>