**Child protection and risk assessment guidelines**

**Child Protection Guidelines**

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

**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 with a child or vulnerable adult.**
* 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 Cardiff & Vale Tutors 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.
* Speak to a member of Cardiff & Vale Tutors if you suspect that a child is experiencing bullying or harassment.
* Give enthusiastic and constructive feedback rather than negative criticism.
* Make study fun, enjoyable and promote fairness.
* Ensure your DBS and any other relevant qualifications are fully up to date.

**YOU MUST NEVER:**

* Discuss personal issues about a child or their family with other people except with Cardiff & Vale Tutors 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.
* Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

**Risk assessment guidelines: Hazard Preventative Measures**

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| **The Hazard** | **Preventative measures** |
| Accident while driving to/from a client. | • Vehicle roadworthy and  insured.  • Do not drive if excessively  tired/ill or under the influence  of alcohol.  • Check directions.  • Check Bus times and routes. |
| Damage to Vehicle whilst visiting a  client. | • Ensure you leave vehicle safe  and secured (check parking  provision prior to visiting  client). |
| Trip/Fall in client’s garden/home | . • Check area/room is fit for  purpose.  • Only carry out tasks that are  suitable to the area you are  working in and ensure suitable work space is available ie chair and table. |
| Attack on tutor by pupil/ guardian/  carer/ animal: | • Leave immediately if you feel  that there is any threat to your  safety.  \* ensure you have a mobile phone with you at all times and someone knows exactly where you are and what time you are due to return.  • Report any threats, physical  attack or abuse to the police  and then to Cardiff & Vale Tutors.  • Check with owners during  initial contact if there are any  dangerous pets. If so insist  they are locked away.  • If you feel unsafe at any time, leave and  report your concerns to Cardiff & Vale  Tutors. |