

How should people who work or volunteer with children and young people behave?



A short guide

written by young people, for young people

This guide tells you:

- . What you can expect from the adults who work with you**
- . What to do if you think an adult worker or volunteer has broken these rules**

If you:

- . go to school or college**
- . attend a club**
- . are fostered or cared for**
- . go to medical appointments**
- . or get support from adult workers**

You have a right to feel safe

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Report it

If you have been upset, hurt or scared by the behaviour of an adult worker or volunteer it's important that you speak out.

Please tell someone that you trust like your mum, dad, another family member or carer, a teacher or youth worker.

They should make sure that you are safe and that your concerns are taken seriously.

Or contact Childline for free on **0800 1111**
or online at **www.childline.org.uk**

Sticking to the rules

What adults should wear

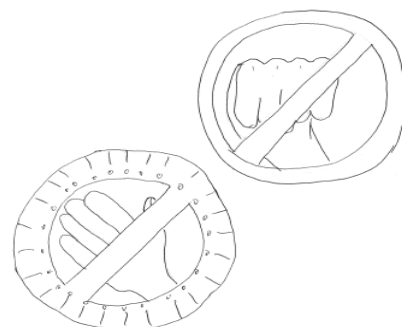
Adults should think carefully about what they wear at work. They must wear clothes that are right for their



job. They might wear a uniform or be casual or smart but they shouldn't wear clothes that are scruffy, revealing or that could offend anyone.

Discipline

Adults can't hurt a child – so no slaps or punches as this is against the law!



They can't just yell at children or put

them down. They should set a good example.

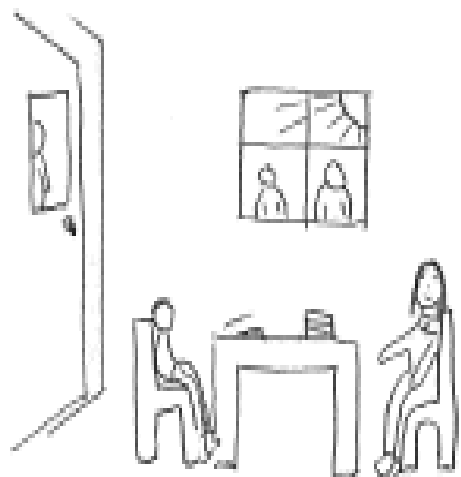


Adults should always try to stop problems before they become worse - but sometimes they may have to break up fights or even defend themselves against violence.



They have to keep parents informed about what happens in school or in other places like youth centres or sports clubs.

Being alone with an adult



Some adults, like teachers and youth workers, normally meet with children and young people in groups. If they meet with a child or young person on their own, the adult should make sure that other people know when and where meeting is taking place. They will usually choose a room with a window in the door or leave the door slightly open.

Some adults normally see children and young people on their own.

Doctors, dentists and other medical professionals will close doors if they are examining patients.

If a child or young person is being seen without a parent/ or carer in the room they should be offered a chaperone. This is a health worker who can stay with them during the examination to make sure that they are okay.

Social workers often speak to children and young people on their own so they can understand their wishes and feelings. Children have the right to ask for another adult, that they know and trust, to be present.



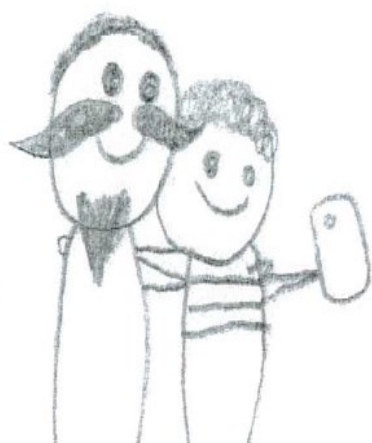
Messages

Messages between adults and young people should always stay professional. This means that any contact through personal social media, personal email or personal phone numbers is not okay. Friend requests on personal social media should never be sent or accepted by an adult.



Photos

Staff should not use their personal mobiles or tablets to take photos or videos of children in their care. It's okay to take photos with a work phone or camera— but only if parents have said it's okay and the children are happy to be photographed.



← This is unacceptable



This is ok if the camera is from school.



Visits and Trips

Adults must have permission from parents or carers before they can take children and young people on visits or trips.

If Adults take children on a trip the Adult must behave professionally at all times.

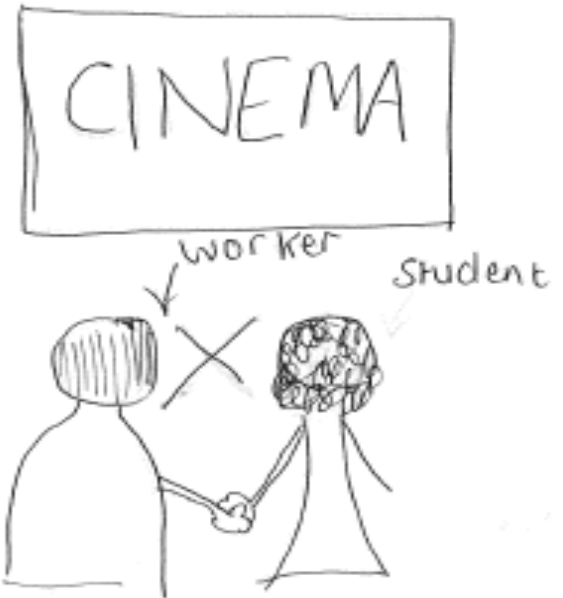
Only if Parents...

Agree
✓
✗

Sexual conduct

Sexual comments and sexual behaviour by an Adult - like winking or touching in a rude way - are totally unacceptable.

Adults have to be trained to talk to children and young about sexual matters – they shouldn't talk about sex unless it's a part of their job to do this.

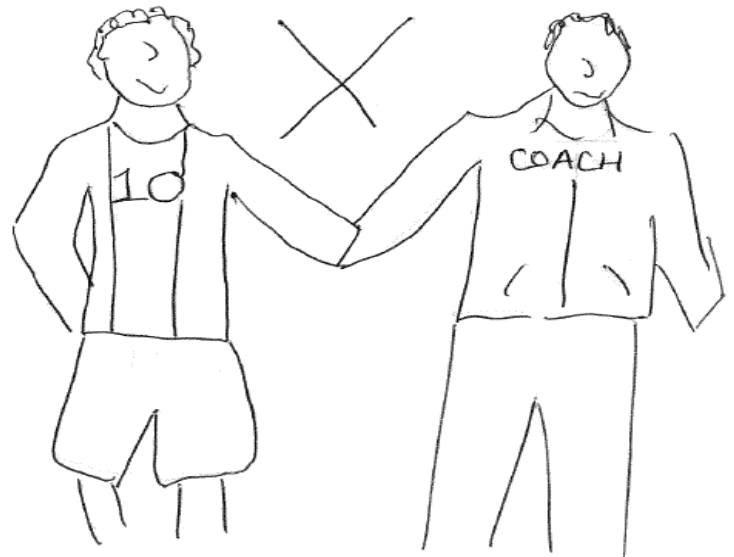


If something just doesn't seem right, then tell another adult that you trust.



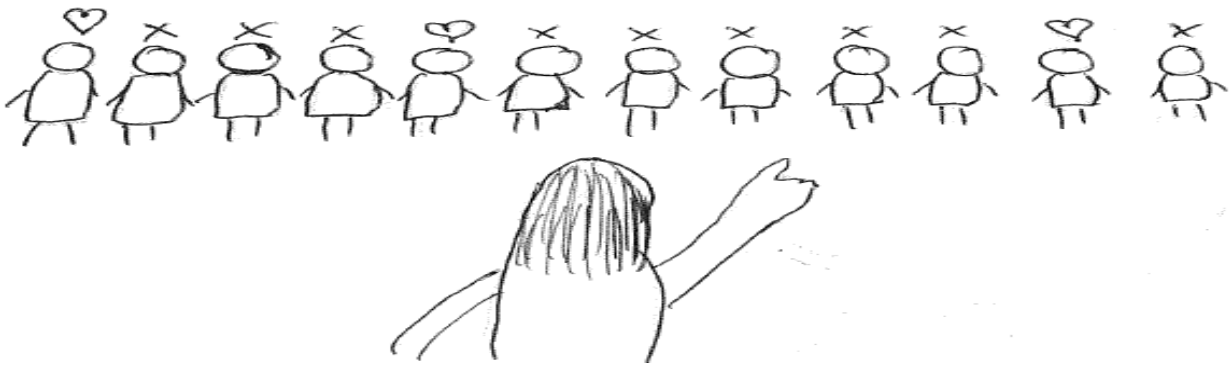
Crushes

If an adult finds out that a young person fancies them they must tell their manager. They need to make sure it doesn't go any further. In no way should the adult start hanging around with the child or young person as this is totally wrong.

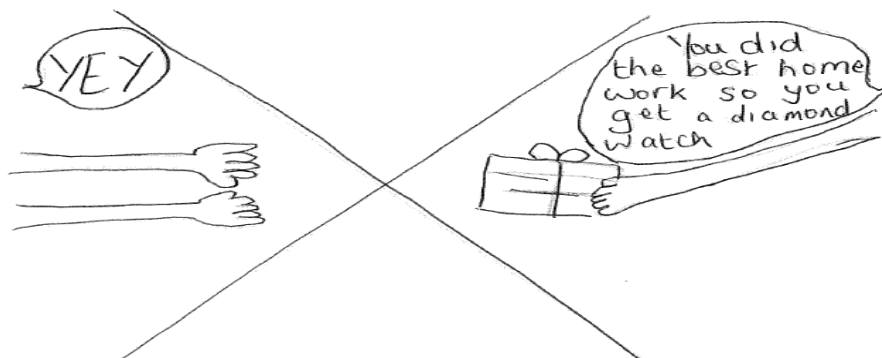


Gifts and favouritism

Adults need to be fair with children and young people and treat them equally.



Rewards must only be given as part of a rewards system and shouldn't be very expensive. If adults receive any gifts these have to be recorded.



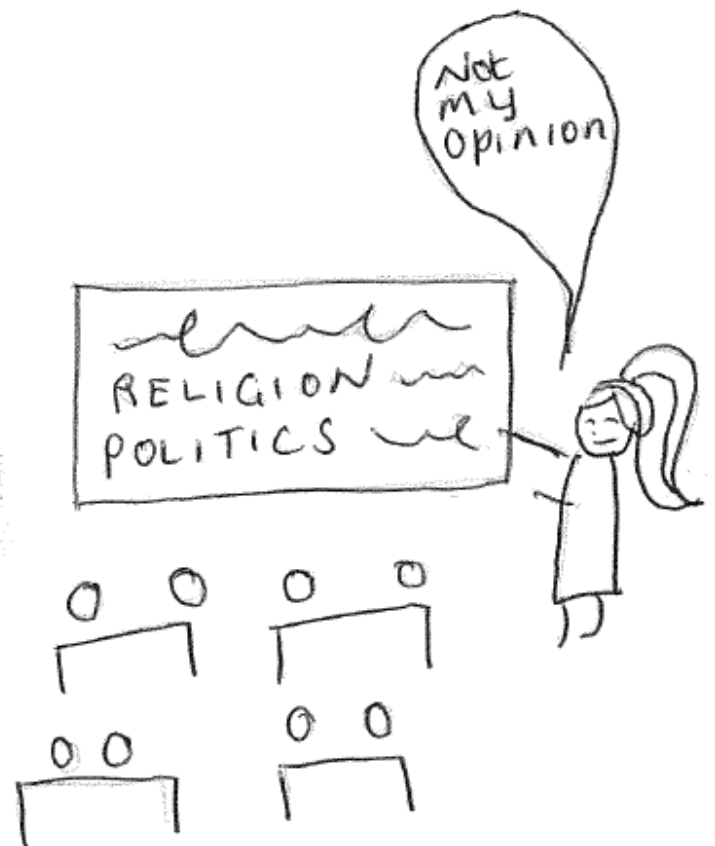
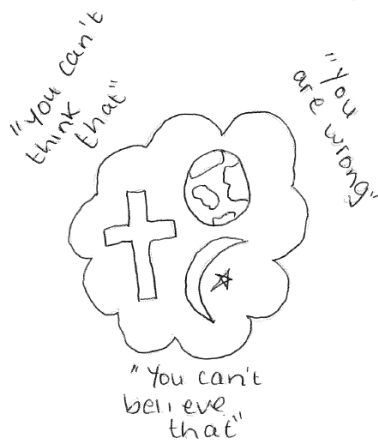
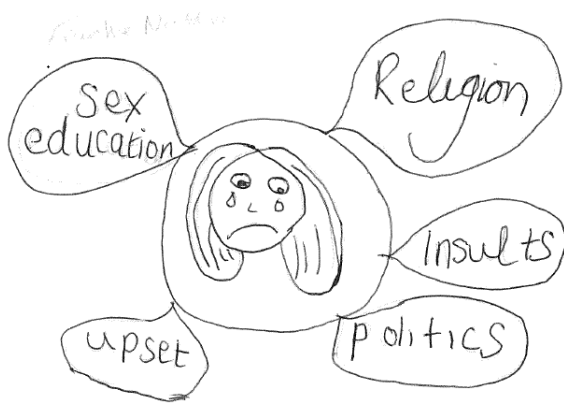
Friendships outside of work

Adults who work with children and young people shouldn't try to make friends with them and their families outside of work. If they are already friends with the family, the adult worker still needs to let their manager know about the friendship.



Lessons

Lessons about subjects like religion, politics or sex education should never leave anyone feeling insulted or upset. Adults working with children and young people shouldn't share their personal beliefs on these subjects because everyone is entitled to their own opinion and it is unprofessional



First Aid and Medication

Adults should not usually give children and young people medication because they could be allergic to the medicine. Only health workers or Adults who are trained in first aid can do this. They need to get written permission from parents first and they have to keep a record of any medicine that has been given.



Cars

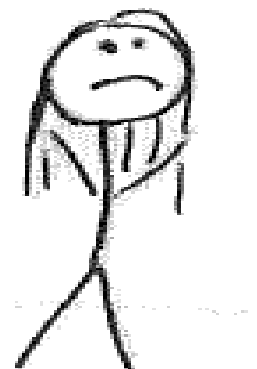
Most adult workers and volunteers shouldn't give lifts to children and young people in their own cars. Some adults may be able to give lifts this if it has already been agreed with their manager and the child's parents or carers.



Internet

Adults must make sure that children and young people are protected from rude or upsetting images or links on the internet.

Adults must never make, view, download or store rude images of children – this is against the law.



What to do if you are unhappy with the way that an adult has behaved.

If you are unhappy about the way that an adult has behaved....

tell someone that you trust.

You can:

Tell an adult who you trust

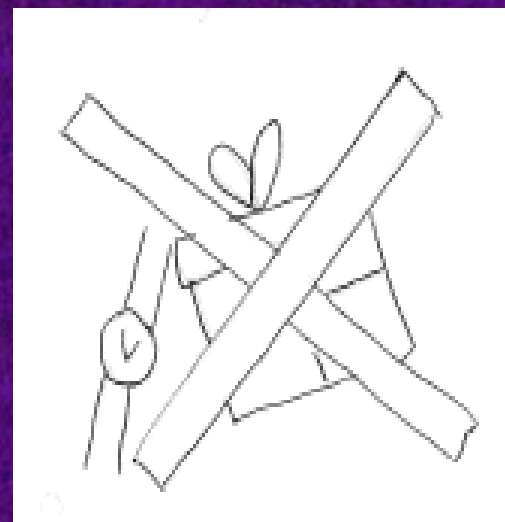
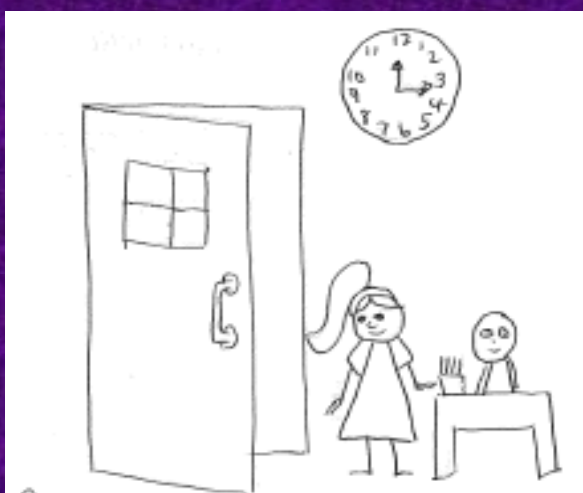
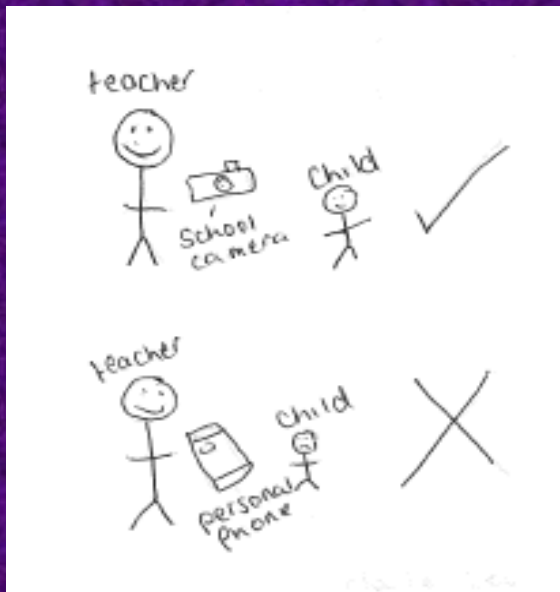
Tell your parent or carer

Contact ChildLine on 0800 1111 (Calls are free from landlines and mobiles in the UK. And they won't show up on your phone bill. Even if you don't have credit on your mobile phone you can still call for free.)

They should make sure that you are safe and that your concerns are taken seriously.

Be SAFE
Stay SAFE

With special thanks to pupils
and staff at
Hollingworth Academy
for their help in writing and
illustrating this guide.



Please remember:

Most adult workers and volunteers are very professional and always do their best for the children and young people in their care.

**Unprofessional behaviour is unusual...
but it is never okay**