



CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE

Safeguarding Code of Conduct for Virtual Work Placements

All individuals involved in the organising, delivery and participation in Cafcass Virtual Work Placements (CVWP) commit to respecting, promoting, upholding and protecting, always, the rights of the child as set out in the UN Convention on the Rights of the Child.

This code of conduct has been put into place to reduce the likelihood of participants coming to harm, and to protect staff from allegations of harm against children and vulnerable adults. Anyone found to be in breach of our Code of Conduct will be subject to disciplinary action which may include dismissal or termination of other arrangement with us.

We reserve the right to report any individual who is suspected of harming a participant to the relevant authorities.

Individuals interacting directly with children and vulnerable adults on the CVWP programmes are required to adhere to the safeguarding code of conduct below:

1. Prioritise the safety and wellbeing of the child and vulnerable adult always

- A. If you feel anyone is behaving inappropriately around participants, you have a duty to report your concern through the Cafcass Safeguarding Policy
- B. Remember that abuse can be committed peer on peer and all concerns should be reported
- C. Remember they are children first, and contributors or participants second
- D. Respect a participant's background, culture and traditions and be mindful of any behaviour that may offend his/her beliefs
- E. Listen to and respect participants always; don't patronise them
- F. Avoid favouritism, and treat participants and vulnerable adults fairly and without prejudice or discrimination
- G. Do not permit abusive activities amongst and/or directed towards participants (e.g. bullying, ridiculing, name calling, exclusion, racism)

2. Always act within professional boundaries

- A. Avoid physical contact with participants e.g. hugging. Always be mindful of how your conduct could be perceived.
- B. Avoid one-to-one interactions with participants. If this is unavoidable, keep the interaction as professional and transparent as possible, for example:
 - a. Remain in an open space
 - b. Let somebody else know where you will be working and who with
 - c. Never be alone with a participant in a room with the door shut
- C. Ensure all contact with participants is essential to the programme / event / activity / project you are working on.
- D. Never give out your personal contact details, and do not 'friend' or 'follow' participants you are working with on social networking sites.
- E. Do not consume alcohol or drugs when responsible for running an activity or programme. When attending events where young people are present e.g. celebration dinners, alcohol should only be consumed in moderation and should not impact on your behaviour or your ability to act within professional boundaries.
- F. Do not agree to meet a participant outside of your professional capacity.

- G. Never lose sight of the fact that you are with children - behave appropriately and use appropriate language always and challenge inappropriate language used by participants.
- H. Do not accept or give personal gifts to a participant.

3. Looked After Children and young adults leaving or who have left local authority care

We understand that some young people do not live with their parents but instead live with carers, in residential settings or in supported/sole accommodation and they may feel nervous or anxious about joining a work experience placement (even virtually). If helpful to enable the experience to happen, we are more than willing and able to speak to carers and/or the local authority social worker, virtual school headteachers, teachers or personal advisers to ensure that the arrangements are tailored as well as they can be to the individual needs to that young person. Please do advise at the point of application if there is a contact adult in addition to the young person with whom we should liaise before the work experience commences.

Julie Brown
Director of Resources
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