



## Fact Sheet: Behaviours to Encourage and Avoid

*When working with Children and Adults at Risk, it is important to understand and adopt behaviours that are acceptable and promote positive interactions with all people and to recognise behaviours which are damaging, inappropriate and which cross essential boundaries that need to be maintained, to ensure the safety and well-being of Children and/or Adults at Risk.*

### Do's

Use positive, supportive language towards a Child and/or Adult at Risk

Encourage Children and Adults at Risk to voice their concerns and ask their opinions when making decisions that affect them.

Encourage Children to interact with other Children and support that interaction.

Have another adult with you, or at least within line of sight, when you are with a Child and/or Adult at Risk (if appropriate).

Ensure that activities that give rise to one-on-one Child/Adult/Adult at Risk encounters are conducted in a manner and space in clear view of other people.

Remain removed from exclusive relationships with Children.

### Don'ts

Do not touch a Child and/or Adult at Risk in an inappropriate or unnecessary fashion. Do not touch breasts, buttocks or groin, and avoid behaviour which could be construed as sexual.

Any steps you take to manage disruptive or unsafe behaviour should not degrade or isolate a Child. Corporal punishment is never acceptable.

Do not contact a Child directly via social media or mobile phone.

Do not provide assistance of a personal nature that the Child and/or Adult at Risk can manage for him or herself (such as using the toilet or changing clothes) except where the persons developmental level is such that he or she requires assistance. Ensure the presence of another adult in such circumstances.

Do not give gifts to Children and/or Adults at Risk, particularly in a way that demonstrates favouritism.

## Do's

Avoid favouring individual Children and/or Adults at Risk and treat everyone equally.

Restrict and carefully consider the transportation of Children and/or Adults at Risk in your car and ensure another adult is present (if appropriate).

Always obtain the permission of a parent/guardian of a Child or the permission of the Adult at Risk before using their name, image or other record in any report, website, or other publication.

If a Child and/or Adult at Risk acts outside acceptable limits, speak to them to manage and discuss their behaviour. Physical restraint should only be used as a last resort or in an emergency.

Set and maintain appropriate boundaries. Take care not to form inappropriate relationships with a Child and/or Adult at Risk, for instance, by placing yourself in a position where a Child and/or Adult at Risk may come to rely on you emotionally, to the exclusion of others.

## Don'ts

Do not become involved in inappropriate conversation or discussions of a sexual nature with Children and/or Adults at Risk

Do not spend unsupervised time with a Child, unless it is essential to do so, and if it essential, ensure that it is as brief and minimal as possible.

Do not enter changing rooms or toilets occupied by Children and/or Adults at Risk when supervision is not required or appropriate. If supervision is required, ensure that another adult is present.

When working with Children and/or Adults at Risk do not have in your possession, or provide alcohol, drugs or prohibitive substance.

Do not swear or use of offensive language when Children and/or Adults at Risk can hear you.

### Do's

Avoid offering to, or receiving gifts from individual Children and/or Adults at Risk

Complete a risk assessment when organising any activities involving Children and/or Adults at Risk. In the Risk Assessment, address matters such as ensuring adults have safeguarding and child protection training, adults have a WWCC and appropriate supervision is in place (if suitable).

Always include parents/guardians or another suitable adult in all communications with Children once written consent has been obtained.

### Don'ts

Do not take videos or photographs of Children and/or Adults at Risk during Parish events without written consent of the parent or guardian of the Child or the consent of the Adult at Risk. All images must be used in accordance with the principles of the Privacy Act 1988 and the policies of this Agency.

Do not communicate on an individual (one-on-one) basis via technology or social media (including mobile phone, text messages or email) with any Child unless you have obtained the written consent of that Child's parent or guardian.