

## **Code of Conduct for Staff working with Children, Young People and Adults at Risk**

It is important to plan the work of an organisation that has contact with children, young people and adults at risk in such a way as to minimise situations in which abuse may occur. Therefore, at the Heritage Skills Academy all staff that have regular one-to-one contact with children, young people or adults at risk should adhere to the following code of conduct to ensure safety both for themselves and the young person.

If you have any concerns or queries arising from reading this Code of Conduct, please contact one of the Designated Safeguarding Officers:

- Jess Richardson [jr@heritageskillsacademy.co.uk](mailto:jr@heritageskillsacademy.co.uk)
- Kaela Miller [mm@heritageskillsacademy.co.uk](mailto:mm@heritageskillsacademy.co.uk)
- Kyra Hill [kh@heritageskillsacademy.co.uk](mailto:kh@heritageskillsacademy.co.uk) (Deputy DSL)

### **Personal Code of Conduct:**

- Respect all individuals whatever their age, developmental stage, ability, sex, sexual orientation or ethnicity
- Place the safety and wellbeing of a child, young person or adult at risk first. It must be placed before any personal or organisational goals and before loyalty to friends and colleagues
- Form appropriate relationships with children, young people and adult at risk. These should be based on mutual trust and respect
- Be aware of the relative powerlessness of children, young people and adults at risk compared to staff members
- Be committed to actively preventing the exploitation and abuse of children, young people and adults at risk.
- Maintain clear professional boundaries at all times and avoid developing relationships that could be perceived as inappropriate, exploitative or favouritist.
- Report any safeguarding concerns, including concerns about the conduct of colleagues, volunteers, contractors or visitors, in accordance with safeguarding procedures.

### **Guidelines for working with Children, Young Person and Adults at Risk:**

- Conduct meetings with children, young people or adults at risk, either with another staff member present or in an open environment (e.g. leave office door open and do not hold meetings when lone working i.e. when others are out of eyesight/ earshot)
- Where one-to-one working is necessary, staff should ensure that others are aware of the meeting and that opportunities for isolated situations are minimised.
- If physical contact is necessary e.g. for demonstration purposes, ensure it takes place only with the full consent of the child, young person or adult at risk and that its purpose is clear.

- Avoid unnecessary physical contact. Any necessary contact should be appropriate, proportionate, explained, and consented to where possible.
- Avoid transporting children, young people, or adults at risk in your personal vehicle unless this has been authorised and no suitable alternative is available.
- Staff must not engage in rough physical games, sexually suggestive comments or behaviour, inappropriate language, or any behaviour that could be interpreted as abusive, exploitative, or unprofessional.
- Staff must maintain professional boundaries in all online interactions, including social media, video conferencing, messaging platforms and email communications.
- Staff must not give or receive personal gifts, money or favours from children, young people or adults at risk without prior management approval.

#### **Reporting channels if you have concerns:**

- If a child, young person or adult at risk discloses information to you about a possible abuse situation, either about another member of staff, another student or a member of the external community (parent / guardian etc) you must report their disclosure in accordance with the HSA Child Protection and Safeguarding Policy.
- Record the disclosure as soon as possible, using the individual's own words where possible. Clearly distinguish between facts, observations and professional opinions.
- At the time of disclosure make accurate factual notes for your reference in the future
- Inform the student that you are going to have to pass the information to one of the Heritage Skills Academy Designated Safeguarding Leads so that they are suitably supported, and that you cannot guarantee confidentiality. Where there is a safeguarding concern involving a person under 18, staff have a duty to share the information with the Designated Safeguarding Lead, even if the child or young person requests confidentiality.
- Contact one of the DSL's as soon as possible and give a detailed factual account of what the student disclosed to you, include student name and a brief description of the allegation
- The DSL will arrange to meet with you and the child, young person or adult at risk and will contact the appropriate external agencies e.g. Police, Social Services.
- If a child, young person or adult at risk is in immediate danger or requires urgent medical attention, staff should contact the emergency services immediately and inform a Designated Safeguarding Lead as soon as practicable.

#### **Definition of an Adult at Risk**

An adult at risk is defined as someone who is aged 18 or over who has either a dependency upon others or a requirement for assistance in the performance of basic functions; a severe impairment in the ability to communicate with others; or has a reduced ability to protect themselves from assault, abuse or neglect.

Signed: *Georgie Mann*



Georgie Mann  
General Manager  
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