

Code of Conduct Form (Representatives Only)

All City & Guilds Group representatives are required to acquaint themselves with the City & Guilds Group's policies and procedures on Safeguarding Children and Vulnerable Adults including the following Code of Conduct.

Code of Conduct

As a representative, you **must**:

- listen to, value and respect everyone as an individual
- appropriately involve learners/students in decision making
- encourage and praise achievement
- actively contribute to an organisational culture where inappropriate behaviour is not tolerated
- provide an example of the good conduct you wish others to follow
- ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others
- not give out personal information, or share email addresses, mobile phone numbers etc with any child, young person or vulnerable adult
- report all allegations/suspensions of abuse by seeking further support and guidance, including any allegation made against yourself or other staff
- ensure that any concerns about inappropriate behaviour are quickly and appropriately reported on to the Safeguarding Leads within the City & Guilds Group.
- be aware that some children and vulnerable adults may behave inappropriately. Any sanctions and approaches to discipline used must be appropriate to age and understanding.

Representatives who come into contact with children and vulnerable adults must always avoid:

- being alone or out of sight of others. Where privacy is required, the door should be left ajar having ensured that others have been informed and are within earshot
- transporting learners by car on one's own
- having unnecessary physical contact
- engaging in or allowing sexually provocative games or activities
- making or permitting suggestive or discriminating remarks to/or about children or vulnerable adults
- meeting children or vulnerable adults outside of organised/formal interaction

Continued over

- entering a room where learners may be changing their clothes, or are not fully dressed
- participating in, or tolerating any bullying
- not engage in sexual relationships with learners (which may in any event constitute a criminal offence).
- taking any photographs or videos which include any participant unless authorised by the appropriate member of staff and the learner/parental (for children) consent has been given.

I agree to comply with all the requirements of this Code of Conduct.

Name (please print in block capitals):

Signature: **Date:**

Address **Post Code**.....

Please retain a copy for your own records for future reference.