



Child protection and risk assessment guidelines

Child Protection Guidelines

This Code of Conduct sets out acceptable and unacceptable standards of behaviour when representing Bristol Tutors to ensure that all concerns about the care and protection of children/young people are effectively managed.

YOU SHOULD:

- Ensure that when you are working with children you are at least within sight or hearing of other adults. **You must never be left alone in the house with a child or vulnerable adult.**
- Attempt to develop an ethos where all people matter and are treated equally, and with respect and dignity.
- Always put the care, welfare and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example their faith and religious beliefs).
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities.
- Be aware of the vulnerability of some groups of children (for example, children with disabilities and learning difficulties; children from Gypsy & Traveller communities; Black & Minority Ethnic children)
- Listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed.
- Report immediately to Bristol Tutors any suspicion that a child could be at risk of harm or abuse.
- Never dismiss what a child tells you as 'lies' or exaggeration.
- Only restrain a child who is at imminent risk of inflicting harm to themselves or others.
- Speak to a member of Bristol Tutors if you suspect that a child is experiencing bullying or harassment.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Make study fun, enjoyable and promote fairness.
- Ensure your DBS and any other relevant qualifications are fully up to date.

YOU MUST NEVER:

- Discuss personal issues about a child or their family with other people except with Bristol Tutors when you are concerned about the child's well being.
- Be drawn into any derogatory remarks or gestures in front of children or young persons.
- Allow a child, young person or adult to be bullied or harmed by anyone.



- Allow children to swear or use sexualised language unchallenged.
- Engage in sexually provocative games, including horseplay.
- Never allow others to or yourself engage in touching a child in a sexually provocative manner.
- Never make sexually suggestive comments to a child, even in fun.
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint.
- Never form inappropriate emotional or physical relationships with children.
- Harass or intimidate a child or worker because of their age, 'race', gender, sexual orientation, religious belief, socio-economic class or disability.
- Never invite or allow children to stay with you at your home.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Risk assessment guidelines: Hazard Preventative Measures

The Hazard	Preventative measures
Accident while driving to/from a client.	<ul style="list-style-type: none">• Vehicle roadworthy and insured.• Do not drive if excessively tired/ill or under the influence of alcohol.• Check directions.• Check Bus times and routes.
Damage to Vehicle whilst visiting a client.	<ul style="list-style-type: none">• Ensure you leave vehicle safe and secured (check parking provision prior to visiting client).
Trip/Fall in client's garden/home	<ul style="list-style-type: none">• Check area/room is fit for purpose.• Only carry out tasks that are suitable to the area you are working in and ensure suitable work space is available ie chair and table.
Attack on tutor by pupil/ guardian/ carer/ animal:	<ul style="list-style-type: none">• Leave immediately if you feel that there is any threat to your safety.* ensure you have a mobile phone with you at all times and someone knows exactly where you are and what time you are due to return.



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| | <ul style="list-style-type: none">• Report any threats, physical attack or abuse to the police and then to Bristol Tutors.• Check with owners during initial contact if there are any dangerous pets. If so insist they are locked away.• If you feel unsafe at any time, leave and report your concerns to Bristol Tutors. |
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