

## **Staff Safety and Wellbeing Policy**

### **Overview based on the United Kingdom's National Teachers' Standards published by the Department of Education**

An Emotional Logic Coach is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

Emotional Logic Coaches uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside of the organisation, by:

- Treating colleagues, clients, and members of the public with dignity, building relationships rooted in mutual respect and observing proper boundaries appropriate to a professional position
- Having regard for the need to safeguard the well-being of both children and adults
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit the vulnerabilities of others or might lead them to break the law
- Emotional Logic Coaches must have proper and professional regard for the ethos, policies and practices of the organisations in which they deliver training, and maintain high standards in their own appearance, attendance and punctuality.

**Further details regarding conduct when working with children  
(based on the original source - NSPCC model policy)**

**Purpose**

This policy outlines the professional behaviour we expect of all our team and volunteers. This includes permanent staff, self-employed coaches, volunteers and anyone who is subcontracted to undertake specific duties.

The policy aims to help us protect the children and young people we work with from abuse and reduce the possibility of unfounded allegations being made against members of our team. It has been informed by the views of children and young people.

**The role of staff and volunteers**

When working with children and young people, you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

**Responsibility**

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people. This includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- following our principles, policies and procedures
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour (see section below)
- reporting all allegations/suspicions of abuse following our reporting procedures. This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

**Rights**

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

## **Relationships**

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- use special caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project/activity you are involved in

## **Respect**

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible
- in some cases it may be necessary to break confidentiality in order to follow child protection procedures; if this is the case it is important to explain this to the child or young person at the earliest opportunity

## **Unacceptable behaviour**

When working with children and young people you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- wear over-revealing clothes
- wear clothing with designs or comments that could be seen as offensive
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
- let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- You must not engage in any romantic or sexual dual relationships with current clients of any age
- You must not engage with any activity that will bring the organisation into disrepute

## **Safeguarding you when working in family homes**

Occasionally you may be asked by a family to work in their home. These guidelines must be followed at all times:

- Do not agree to work in the family home until clearing this with Exciting Education.
- Always be aware of areas of personal risk and do everything you can to protect yourself.
- Do not enter the home if you have any concerns at all. Speak to Exciting Education and do not carry out the visit until you have their agreement.
- Exciting Education must be made aware of the dates and times these visits will take place they will need a mobile number that you can be contacted on in an emergency.
- When working with the child it is expected that you work in a communal area of the home such as the living area, kitchen or garden. You must not work with the child in a bedroom.
- The parent or carer of the child you are working with must stay in the home at all times while you are working with the child. They do not have to be in the same room as you so your meeting can be confidential but they must be available in the home during the entire period of your time there.
- Some pets can be dangerous and unpredictable. Before visiting the home please ask the parent/carer to keep any pets safely shut away from you in a different room so that you do not interact with them. If this cannot be arranged then the visit cannot take place.
- Some diseases are infectious. Please speak with the parent/carer before your visit to ensure no one in the home has an infectious condition. If they do, the visit must not take place.

## **Upholding this policy**

You should always follow this policy and never rely on your reputation or that of the organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. We may also make a referral to statutory agencies such as the police and/or the local authority children's social care department.

If you become aware of any breaches of this policy, you must report them to the Designated Safeguarding Officer.

## **Contact details**

### **Designated Safeguarding Officer (DSO)**

Name: Christiaan Stirling

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