

Title	CODE OF PRACTICE
<p>Purpose</p>	<p>The purpose of this code is to:</p> <ul style="list-style-type: none"> • Keep children and vulnerable adults safe by clarifying behaviours which support their safety and behaviours to be avoided • Assist safe and responsible working practice • Set clear expectations of behaviour and practice • Reduce risk of positions of trust being abused or misused • Reduce the risk of misplaced or malicious allegations against staff
<p>Expectations</p>	<p>All Trinity staff and associates are required to uphold the highest levels of professional conduct in their dealings with children and vulnerable adults.</p> <p>Trinity is responsible for making sure that this code is made available to all staff. Staff must read and agree to follow the code and ensure they understand the consequences of inappropriate behaviour.</p> <p>In your role at Trinity you are acting in a position of authority and have a duty of care towards the children and vulnerable adults we work with.</p>
<p>Related Policies and Procedures</p>	<p>Safeguard Policy Whistleblowing Child/Vulnerable Adult Safeguarding Procedures Code of Practice Code of Conduct Policy on Serious Incident Reporting Young People’s Images Policy Recruitment Policy</p>

<p>Responsibilities of all staff</p>	<ul style="list-style-type: none"> • The welfare of children and vulnerable adults should be prioritised at all times. • All working environments should be safe. Follow the principles in the safeguarding policy. • Work within the law at all times. • Model good behaviour. • Challenge unacceptable and inappropriate behaviour. • Report concerns about abusive behaviour to the Designated Safeguarding Lead following the Child/Vulnerable Adult Safeguarding Procedures. • Report any breaches of the code to The DSL or Deputy DSL
<p>Appropriate Behaviour</p>	<p>Adults who work with children/vulnerable adults are responsible for their own actions and behaviours.</p> <p>Staff and associates must:</p> <ul style="list-style-type: none"> • conduct their work as openly and honestly as possible • apply the same professional standards to all children regardless of culture, disability, gender, language, ethnicity, religion/belief, gender identity or sexual orientation • promote relationships which are based on trust, patience and respect • dress in a way that promotes a positive and professional image appropriate to your role • ensure communication with children/vulnerable adults is appropriate to their age and understanding • keep communication with children/vulnerable adults relevant to your work • restrict time spent alone with a child/vulnerable adult to the time required to conduct the examination or assessment • model good practice and appropriate conduct • value and respect children/vulnerable adults as individuals • treat all children/vulnerable adults equally, with respect and dignity, report any concerns or allegations following the Child/Vulnerable Adult Safeguarding Procedures <p>Adults should avoid conduct which would lead any reasonable person to question their motivation or intentions.</p> <p>When working with children/vulnerable adults you must not:</p> <ul style="list-style-type: none"> • show favouritism • smoke, consume alcohol, or use illegal substances • have physical contact with a child/vulnerable adult. Any physical contact, however well intentioned (for example if the candidate is upset) could be misconstrued by the candidate or an observer. Be

	<p>aware of cultural or religious views regarding physical contact and be sensitive to issues of gender</p> <ul style="list-style-type: none"> • be alone with a child/vulnerable adult other than during the time required to conduct the examination or assessment (in person or online) • be unnecessarily inquisitive – do not ask for personal details that are not necessary for completion of the assessment • do or say anything that might make a candidate feel uncomfortable including being aggressive, hostile, sarcastic or impatient • swear or use derogatory or sexually suggestive language • engage in any form of sexual contact with a child/vulnerable adult • be drawn into personal conversations or introduce personal subjects with candidates • make comments that could be misinterpreted, such as about a candidate’s appearance • meet a candidate other than in the agreed assessment venue/online platform • exchange personal contact details including email or phone numbers • contact a child/vulnerable adult through any form of social media • permit a child/vulnerable adult to swear or use sexualised language unchallenged • permit a child/vulnerable adult to use language that aims to radicalise by supporting terrorism and forms of extremism leading to terrorism <p>The above also applies to working virtually/working online. There are additional considerations to online working below.</p>
<p>Working Online – additional considerations</p>	<p>You must:</p> <ul style="list-style-type: none"> • Always use an account and device that is authorised by Trinity for the purposes of your work • Ensure all online communication is relevant to your work/purpose • Be appropriately and professionally dressed as you would be for face to face work • Be in a suitable environment which is appropriate to the task/work – a living or communal area if you are working at home. It is not appropriate to be in a bedroom • Use a neutral background and remove any personal information that could be seen on screen. Be aware of photographs, identifying features, art on walls and mirrors in the room • Close any unnecessary tabs and mute notifications

	<p>You must not:</p> <ul style="list-style-type: none"> • Use personal or unauthorised accounts, emails, and social media to communicate directly with children/vulnerable adults • Share your personal contact details, email address, mobile phone number, social media account details with candidates • Use technology to develop inappropriate relationships or engage in any form of online sexual contact with candidates • View, download, create, distribute any material which is inappropriate, for example, pornography or criminal, relating to the sexual abuse of children/vulnerable adults
Upholding this code	<p>All staff should always follow this code.</p> <p>Do not rely on your reputation or that of Trinity to protect you.</p> <p>If you have behaved inappropriately you will be subject to investigation and further action.</p> <p>Trinity may also report your behaviour to statutory agencies such as the Police.</p>
Breaches	<p>If you become aware of any breaches of this code you must report them to the DSL or deputy DSL as soon as possible.</p>
Notes	<p>This policy is subject to review at the discretion of Trinity College's Executive and/or as required by changes to legislation.</p>
Effective Date	<p>1 July 2021</p>
Review Date	