

University of CUMBRIA

SAFEGUARDING CODE OF CONDUCT

FOR UNIVERSITY OF CUMBRIA STAFF & STUDENTS DELIVERING OUTREACH ACTIVITIES WITH UNDER-18s

All adults taking part in outreach activities must follow this Safeguarding Code of Conduct.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

The welfare of children and young people is our priority.
Everyone has a duty to report any safeguarding concerns.



IN AN EMERGENCY:

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police. You can also contact the NSPCC on 0808 800 5000 or email help@nspcc.org.uk.
Report the concern to the Safeguarding Team: **cumbria.ac.uk/safeguarding**

IF A CHILD OR YOUNG PERSON TELLS YOU ABOUT A CONCERN, YOU MUST DO THE FOLLOWING:

- Allow them to speak without interruption, and accept what they say.
- Be understanding and reassuring, but do not offer your own opinion.
- Explain that you will try to help, but that you must pass the information on.
- Record what was said as soon as possible, using their exact words, and note the date and time of the disclosure.
- Do not ask leading questions or attempt to determine whether the concern is justified.
- Ensure that any ongoing activities do not place them at further risk.
- Report the concern to the Safeguarding Team.

IF YOU ARE CONCERNED ABOUT THE WELFARE OF A CHILD OR YOUNG PERSON, OR IF THERE IS A CONCERN, COMPLAINT, OR ALLEGATION ABOUT YOU OR ANOTHER ADULT, YOU MUST DO THE FOLLOWING:

- Write careful notes of what was said, using the child or young person's exact words, as soon as possible, including the date and time of the disclosure.
- Do not ask leading questions or attempt to determine whether the concern is justified.
- Ensure that the activity does not place you or the child/young person at further risk.
- Report the concern to the Safeguarding Team.

NOT SURE WHAT TO DO:

If you are not sure what to do, or you are not sure if a concern has been reported,
Report to the Safeguarding Team via the form at:
cumbria.ac.uk/safeguarding

CODE OF CONDUCT



1. **Plan activities with more than one person present, or ensure others can see and hear what is happening.**
2. **Consider the content of your session. Is it age-appropriate and free from any form of adult material, including stories, anecdotes, language, images, or videos?**
3. **Set a positive example and treat everyone with dignity and respect.**
4. **Treat all young people fairly and avoid favouritism.**
5. **Be mindful that your actions may be misinterpreted.**
6. **Respect young people's privacy and work within appropriate boundaries.**
7. **Encourage an open, transparent culture where inappropriate behaviour is challenged.**
8. **Create a safe environment where young people feel able to voice concerns.**
9. **Share this code with anyone working with you or on your behalf.**
10. **Report any safeguarding concerns to the Safeguarding Team within 24 hours.**



1. **Do not be alone with a child or young person, whether online or in person.**
2. **Do not trivialise or ignore concerns or allegations of abuse; report them to the Safeguarding Team as required.**
3. **Do not engage in physical contact games with children or young people.**
4. **Do not form personal relationships or friendships with them.**
5. **Do not use inappropriate, offensive, or threatening language.**
6. **Do not attempt to manage a safeguarding concern yourself under any circumstances — inform the Safeguarding Team immediately.**
7. **Do not share personal social media accounts or contact details with young people.**
8. **Do not take photographs at an event (see the Outreach Event Photography Guidelines for further details).**

REMEMBER: CHILDREN AND YOUNG PEOPLE COME FIRST. IF IN DOUBT, REPORT IT.