

---

# Safeguarding Code of Conduct

September 2023

---

## All British Council staff<sup>1</sup> who work with children must sign up and abide by this Code of Conduct.


### ALWAYS:

- Listen to and respect children, empower them and let them participate in planning and delivering activities as much as possible.
- Be aware of situations which may present risks for children and take appropriate actions.
- As far as possible, be visible when working with children.
- Consider your physical appearance at work. Adults working with children should dress appropriately for the task undertaken.
- Contribute to ensure a sense of accountability amongst staff so that poor practice or potentially abusive behaviour does not go unchallenged.
- Report any concerns you may have about the protection or wellbeing of a child/children to your Safeguarding Focal Point, line manager or the corporate Safeguarding Team.
- Observe confidentiality and not talk about any situations of actual or suspected abuse that occur except in accordance with this policy. This is necessary to protect the privacy of those involved.
- If you are arranging or participating in an event or trip where children are present, you **MUST** read [Trips & Events: Safeguarding Checklist](#)
- Teachers are encouraged to use the document [Code of Conduct for Children](#) to develop positive classroom environments and prevent bullying. Teachers are also encouraged to consult the Safeguarding intranet for resources on anti-bullying and positive discipline.

### NEVER:

- Hit or otherwise physically assault or abuse children.
- Act in ways meant to shame, humiliate, belittle or degrade children.
- Show differential treatment or favour particular children to the exclusion of others.
- Use language or make suggestions which are inappropriate, offensive or abusive.
- Spend excessive time alone with children away from others.
- Develop relationships with children which could in any way be seen as exploitative or abusive.
- Develop intimate sexual relationships with children.
- Pay for sexual services, of any kind, at any time, with anyone under the age of 18 years old, even if the age of sexual consent in the country is under 18 years.
- Expose children to pornographic materials in electronic or any other form.
- Permit children to take part in activities that are illegal, unsafe or abusive.
- Whilst working:
  - take or condone the taking of illegal drugs
  - drink alcohol when with children (or prior to contact)

<sup>1</sup> 'Staff' is defined as anyone who works for the British Council, either in a paid or unpaid, full- or part-time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers and interns.

- 
- Sleep in the same room as a child if this has not been agreed by their parent/guardian.
  - Invite or allow a child you have met through work into your home.
  - Offer to transport a child alone in a car.
  - Enter a child's private home unless there is a responsible adult present.
  - Use personal email accounts, social networking sites, mobile phones or other means of communication to contact children. Always use business email accounts and copy in parents when sending out communication to children.
  - Take photos of children participating in British Council activities without getting consent from the child when possible. Consent always needs to be given in writing by the parent/carer.
  - Let allegations go unreported, including any made against them.
  - Agree to keep any information relating to the abuse of a child confidential. You should always follow the procedures for reporting concerns.

<sup>1</sup> 'Staff' is defined as anyone who works for the British Council, either in a paid or unpaid, full- or part-time capacity. This includes directly employed staff, trustees, contractors, agency staff, consultants, volunteers and interns.