



Save the Children

CHILDREN FIRST

**A code of behaviour for working
safely with children**

V02/05/2017

Keeping children safe is our top priority in everything we do. We have a zero tolerance approach to all forms of child abuse and exploitation by any of our representatives. Whether you're a member of staff, volunteer or partner of Save the Children – you must follow this code of behaviour.

A child is anyone under the age of 18 – wherever you are

- **Do** challenge attitudes and behaviours that contravene this code of behaviour
- **Do** treat all children with dignity and respect
- **Do** respect a child's right to personal privacy
- **Do** plan Save the Children activities with children to have more than one adult present; or be within sight or hearing of another adult
- **Do** ensure that there are separate sleeping areas for Save the Children representatives and children with whom they are working
- **Do** tell your colleagues where you are and what you are doing when you are working with children

- **Do** treat all children according to their needs, do not show favouritism
- **Do** remember someone might misinterpret your actions, even if you mean well
- **Do** allow children to talk about their concerns
- **Do** make sure that anyone who works with Save the Children is made aware of this code of behaviour
- **Do** take all allegations, concerns and suspicions of abuse seriously and report them

- **Do not** trivialise child abuse
- **Do not** engage in any form of sexual activity with anyone under the age of 18, regardless of the age of consent or custom locally
- **Do not** take part in inappropriate physical, verbal or sexual behaviour with or in the presence of children (including online or via mobile phones)

- **Do not** physically, sexually or emotionally harm, or threaten to harm a child
- **Do not** send private messages to children you've met through Save the Children, for example private messaging on social media
- **Do not** drink alcohol or use harmful substances when working with children and never supply alcohol or harmful substances to a child
- **Do not** do things of a personal nature for a child that they can do for themselves
- **Do not** place children in unsafe situations
- **Do not** engage in relationships which could be an abuse of trust, for example a sexual relationship with a beneficiary family member
- **Do not** rely upon your good reputation to protect you from any complaints or allegations
- **Do not** allow concerns, allegations or suspicions of abuse to go unreported

WHAT DO I DO IF...?

A child tells you that they are being abused or exploited or you have a concern about a child you must:

- Ensure the child is not in immediate danger
- Allow the child to speak without interruption and accept what they say
- Be understanding and reassuring but do not give your opinion
- Do not promise to keep secrets, but do say you need to tell someone who can help
- Write careful notes of what was said, using the actual words wherever possible
- Contact a Child Safeguarding Focal Point immediately. If you're in the UK, you can contact a Focal Point by calling 020 3763 0808 or email focalpoint@savethechildren.org.uk

There is a concern, complaint or allegation about an adult or yourself involving a child, you must:

- Ensure the child is not in immediate danger
- Write careful notes of what you witnessed, heard or were told
- Contact the SCUK Director of Child Safeguarding on *Child.Safeguarding@savethechildren.org.uk* if the concern is about a SCUK representative
- Contact the SCI Director of Global Child Safeguarding on *childsafeguarding@savethechildren.org* if the concern is about a SCI representative

REMEMBER

It is your duty to report – DO NOT investigate

Ensure you know how to contact a

Child Safeguarding Focal Point.

**If you're in the UK and you believe a child to be
Immediate risk of significant harm contact the Police on 999.**

If you're in any doubt about what to do, contact the SCUK Director of Child Safeguarding or the SCI Director of Global Child Safeguarding.