



# Safeguarding Code of Conduct

## **FOR ALL WORKERS (INC ASSOCIATES, PARTNERS, VOLUNTEERS; ADVISERS AND CONSULTANTS)**

In its simplest form, 'safeguarding' can be defined as 'keeping children safe from harm'.

At EDLounge we believe that **all** share responsibility for safeguarding and promoting the welfare of children and young people.

The Safeguarding Code of Conduct below sets out what is required of you as a worker for EDLounge.

This Code forms part of your contract of employment, as a member of staff, or your agreement to work as a worker; contractor; advisor or volunteer.

### **Background**

EDLounge is a training provider an online learning resource used by businesses to educate their students (Young Person or adult). In addition to that, vulnerable adults can also gain access to the platform.

EDLounge is committed to

- a) Provide a safe online resource and environment for learners to enjoy, learn and achieve
- b) Working with partner and referral agencies; schools (our commissioners) to ensure that they can comply with the requirements of their Local Authority Safeguarding Policies and Procedures

### **The Safeguarding Code of Conduct:**

- Makes clear what is required of all staff, workers and volunteers
- Supports staff, workers and volunteers in meeting their obligations
- Reduces the risk of misplaced or malicious allegations by clarifying responsibilities

### **The Safeguarding Code of Conduct**

#### **Staff, workers and volunteers must:**

- report any incidents or concerns that cause them to believe that a child or young person is, or is likely to be, at risk of harm. EDLounge will support any staff member, worker or volunteer who raises a legitimate concern about the actions of others without fear of recrimination
- disclose any criminal record, caution, reprimand or warning whether received prior to or during the course of their work or volunteering for EDLounge. For the avoidance of doubt, this requirement is in addition to any other published requirement for disclosure as part of their work or volunteering<sup>1</sup>
- inform line managers of any ongoing or past child protection investigations into their own immediate family<sup>2</sup>
- undertake training in safeguarding and discuss this code with your line manager

---

<sup>1</sup>This will be treated confidentially by the management team. Please note all disclosures will be subject to a risk assessment to deem whether it is acceptable for the organisation to safely manage.

**It is not permissible (and in some instances may be unlawful) for staff, associates, partners and volunteers to:**

- use their position to intimidate, bully, threaten, discriminate against, coerce or undermine children, young people, vulnerable adults' volunteers or staff
- communicate with children or young people in ways which seek to build inappropriate relationships in order to groom, abuse or put them at risk
- encourage or assist others to break the law in any way
- carry out their duties or volunteering whilst adversely affected by alcohol, solvents or drugs
- engage in, or attempt to engage in, sexual or inappropriate relationships with children, or young people for whatever reason, including the use of suggestive conversations, comments, texting or emails
- possess indecent images of children; this will always be reported to the police regardless of the explanation provided
- use your mobile phone whilst 'at work' during contracted hours. You must only use your mobile phone during breaks and in a designated area

You will conduct yourself in accordance with this Safeguarding Code of Conduct in all your work/volunteering for EDLounge Ltd.

Any breach of the Safeguarding Code of Conduct may result in disciplinary action, dismissal or the decision to cease using you as a volunteer; advisor or consultant. In certain circumstances such action might also result in reports to registering bodies and/or the police.

Document History				
Version	Date	Author	Status	Comment
1	February 2013	Rebecca Warnes	Used	
2	January 2017	Rebecca Warnes	Used	
3	January 2018	Rebecca Warnes	Used	
4	January 2019	Rebecca Warnes	Used	
5	January 2020	Rebecca Warnes	Live	