



## **Working with Children and Young People**

### **Protecting Yourself from Undue Allegations**

*The guidance below aims to help members of the University avoid situations which may inadvertently lead to undue allegations of inappropriate conduct in relation to safeguarding.*

*As with any guidance, this should be considered in relation to relevant contexts, including the actual age of those with whom you are working.*

#### General contact/conduct

- Avoid unnecessary physical contact. Where this is not possible, ensure that there is another adult nearby.
- Always work in an open environment, avoiding private or unobserved situations. If a confidential interview or a one-to-one meeting is necessary it should be conducted in a room with an open door or visual access.
- If you find you are in a situation where you are alone with a child or young person, wherever practicable make sure that others can clearly observe you.
- Avoid taking a child or young person alone in a vehicle on journeys, however short.
- Avoid taking a child to the toilet unless another adult is present or another adult is aware.
- Avoid building close personal relationships with a child or young person with whom you are in a position of trust.
- Do not make suggestive or inappropriate remarks to or about a child or young person, even in fun, as these could be misinterpreted.

#### Social Media

- Do not establish or seek to establish social contact via social media/other communication technologies with children or young people for the purpose of securing a friendship or to pursue or strengthen a relationship.
- In order to preserve an appropriate degree of separation between professional and personal lives you are advised not to use social media to communicate with children or young people after 8pm.
- In all communication with young people using social networking sites, do not use abbreviations, such as 'LOL' in your communications.
- Do not use instant chat facilities on social networking sites.
- When sending group messages (messages to multiple young people perhaps for an event) copy another adult into this message or where this is not possible, log the message and do not remove or edit it.