

SAFEGUARDING - CODE OF BEHAVIOUR FOR STAFF

Sassoon realizes that it is not practical to provide definitive instructions that would apply to all situations, however below are the standards of behaviour required of staff in order to fulfill their roles and duty of care within the company.

This code should assist in the safeguarding and promotion of the welfare of learners and in the protection of both learners and members of staff.

Staff must:

Implement the Safeguarding Policy and Procedures at all times, including acting to promote learner welfare, prevent abuse and report any abuse discovered or suspected.

Staff must never:

- Engage in rough, physical games including horseplay with children and vulnerable adults.
- Allow or engage in inappropriate touching of any kind. The main principles of touch are:
 - Touch should always be in response to the learners need
 - Touch should always be appropriate to the age and stage of development of the learner
 - Touch should always be with a learners permission
- Do things of a personal nature for learners that they can do for themselves or that their parent can do for them.
- Physically restrain a learner unless the restraint is to prevent physical injury of the learner, other people or yourself.

In all circumstances physical restraint must be appropriate and reasonable; otherwise the action can be defined as assault

- Make sexually suggestive comments to or within earshot of a learner
- Have learners on their own in a vehicle. Where circumstances require the transportation of learners in their vehicle, another member of staff must travel in the vehicle. In extreme emergencies (ie for medical purposes) where it is require to transport a learner on their own, it is essential that another manager and the parent is notified immediately.
- Spend time alone with a learner, outside of the normal tutorial/classroom situation. If you are in a situation where you are alone with a learner, make sure that you can be clearly observed by others.

- Engage in a personal relationship with a learner beyond that appropriate for normal teacher/student relationship.

Staff who breach any of the above may be subject to disciplinary action up to and including dismissal. If any allegation against a member of staff has occurred then an investigation will be carried out and if necessary passed onto external agencies.

Sassoon reserves the right to suspend any member of staff under the Safeguarding Policy to protect learners whilst an internal and/or external investigation takes place.

I have read, understood and agree to the Code of Behaviour as detailed above.

FULL NAME:

SIGNATURE:

DATE:

SALON: