

YOU MUST . . .

- Treat young people with respect – display the same standards of behaviour that you wish them to have.
- Take responsibility for the safety and protection of others – it is not “someone else’s job”.
- Ensure that wherever possible you are not alone in an enclosed space with a young person.
- Remember that someone else might misinterpret your actions no matter how well intentioned.
- Recognise that special caution is required in moments when you may be discussing sensitive issues with children or young people.
- If you suspect anything, report it in writing as soon as possible to the SEP Child Protection Officer or designated deputy

YOU MUST NOT . . .

- Have inappropriate physical contact with a young person.
- Administer physical or verbal abuse at any time.
- Be in an isolated location with a child/young person at any time, i.e. out of the sight of another adult.
- Be alone in a vehicle with a youngster unless it is an emergency.
- Ignore signs of distress or abuse - listen, act and involve others.
- Think you are an exception to any of the SEP policies including
 - *Child Protection Policy*
 - *Photographing, Videoing and Filming of Children and Vulnerable Adults Policy*
 - *Anti-Bullying Policy*
 - *Physical Restraint Policy*

WHAT TO DO . . .

If a child or young person discloses to you abuse by someone else:

- Listen. Carefully and calmly.
- Reassure them that they are not to blame
- Remember they may have been threatened not to tell anyone – never push for information.
- Reassure them that they have done the correct thing by telling you.
- Let them know that you are obliged to pass on the information; do *not* guarantee confidentiality.

If you suspect a child or young person is being abused physically, emotionally or sexually:

- Report it to the Child Protection Officer or designated deputy and complete a written report.

In all cases:

- Report the facts on the relevant form as soon as possible.
- You must refer; you must not investigate.



ENSURING PROTECTION FOR YOUNG PEOPLE

A SUMMARY OF GOOD PRACTICE FOR
SEP UK STAFF MEMBERS

SEP has a deep concern for the wellbeing and safety of each individual.

As part of our Christian ministry we seek to safeguard the welfare of all SEP participants, regardless of age.

It is the responsibility of each SEP staff member to help prevent the physical, sexual or emotional abuse of children and young people.