

# **Safeguarding of Children & Vulnerable Adults**

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## **Safeguarding of Children & Vulnerable Adults**

It is Internet Business School's Policy that members, staff and contractors who undertake to work with young people or vulnerable adults as representatives of the Internet Business School adopt appropriate behaviours, follow defined procedures and undergo any necessary checks to ensure that such activities can take place in a safe and non-threatening environment.

### **1.1 Scope**

This policy applies to all members of staff of the Internet Business School and should be followed as best practice guidance by all. The policy applies to any engagement between the Internet Business School and children and vulnerable adults including virtual environments such as teleconferencing, videoconferencing, websites, social networking, blogging etc.

Any infringement of these procedures will be taken extremely seriously and may lead to members being suspended or removed from membership, staff being subject to disciplinary action, up to and including dismissal and contractors having their contractual arrangements with the Internet Business School terminated.

### **2.1 Code of Behaviour**

- I. Staff, members and contractors should try to ensure that they are always in the company of an appropriately qualified adult (parent, guardian, teacher, other checked adult).
- II. Adults should dress in a way that is appropriate to the role and the tasks that they are undertaking and not in such a way that could be considered inappropriate, including being culturally insensitive or politically controversial.
- III. When working with children, members, staff and contractors **should always:**
  - a) Treat all children with respect and understand the difference between friendliness and familiarity;
  - b) Act as a role model of good and appropriate behaviour;
  - c) Ensure that whenever practicable the persons who are normally responsible for the children (teachers, parents, guardians, etc) are present during activities or that there is always more than one adult present;
  - d) Respect a child's right to personal privacy;
  - e) Bear in mind that someone else might misinterpret your actions, no matter how well intentioned;
  - f) Be aware that any physical contact with a child may be misinterpreted and so must be avoided whenever possible;
  - g) Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.
- IV. When working with children, members, staff and contractors **should never:**
  - a) Spend time alone with children away from other adults;
  - b) Have inappropriate physical or verbal contact with children;
  - c) Do things of a personal nature for children that the child can do for themselves;
  - d) Allow children to use inappropriate language unchallenged;

- e) Allow bullying of one child by another to go unchecked;
- f) Make suggestive or derogatory remarks or gestures in the presence of children;
- g) Show favoritism to any one child;
- h) Become complacent on the (spurious) grounds that “it could never happen me”
- i) Let any allegations a child makes go unrecorded

### **3.1 Photography and Filming**

Any photography or filming of children or vulnerable adults complies with the Data Protection Act and the Internet Business School Data Protection Policy.

Written consent to take photographs, film or audio recordings of children and to subsequently use/reproduce those photographs, films or audio recordings should be obtained from the relevant parent or guardian. In the case of school groups, the relevant school authority can approve photography.

Photography Consent Forms need mark clearly how the images will be used, how they will be stored, who will be able to access the image and how long the image will be stored for.

Image are only used in line with the agreement and kept in a secure manner along with a copy of the Consent Form. Consent for the use of an image cannot be transferred from or to a third party without the written consent of the relevant parent, guardian or authority.

### **4.1 Discrimination**

Any activity delivered by members, staff or contractors on behalf of the Internet Business School should avoid discriminating against any participants and promote equality. Activity providers should make reasonable adjustments to the activity “as are necessary to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled.”

### **Contact Information**

5.1 Your Internet Business School contact for this policy

If you have any queries about the contents of the policy, please contact our Customer Support team: Email: [support@internetbusinessschool.com](mailto:support@internetbusinessschool.com)

Telephone: 01233 226 222\*

Post: Internet Business School, 180 Eureka Park, Upper Pemberton, Ashford, Kent, TN25 4AZ