

Safer Recruitment Policy

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Safer Recruitment policy

1. Introduction and scope

- 1.1. The college pays full regard to DFE guidance *Keeping Children Safe in Education* in the engagement of all permanent, fixed term, casual, contract, agency and voluntary staff, governors and trainee teachers.
- 1.2. All staff involved in chairing the recruitment process complete Safer recruitment training.
- 1.3. This policy sets out the steps we follow during our recruitment and selection process to ensure we fulfil our commitment to safeguarding and promoting the welfare of all children and young people at the college.
- 1.4. This policy should be read alongside the following policies:
 - Safeguarding Policy
 - Staff code of conduct and low level concerns
 - Recruitment of ex-offenders policy
 - Recruitment and selection policy

2. Advertising

- 2.1. When advertising roles, we will make clear:
 - Our commitment to safeguarding and promoting the welfare of children and young people and our expectation that all applicants will share this commitment
 - That safeguarding checks will be undertaken, including a Disclosure and Barred List Check.
 - The safeguarding requirements and responsibilities of the role
 - Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account
 - Our recruitment pages include a link to our Safeguarding Policy and our Policy on the Recruitment of Ex-Offenders.

3. Applications

- 3.1. We will ensure that our application form enables us to gather information about the candidates' suitability to work with children and vulnerable adults.
- 3.2. Our application form will include a statement saying that it is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children.
- 3.3. We do not accept CVs.

4. Shortlisting

- 4.1. Our shortlisting process will involve at least 2 people and will:
 - Consider any inconsistencies and look for gaps in employment and reasons given for them
 - Explore all potential concerns
- 4.2. Once we have shortlisted, we will ask shortlisted candidates to:
 - Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history

- Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true
- 4.3. Prior to the interview process the HR team will carry out an online search as part of our due diligence on shortlisted candidates. This is to help identify any incidents or issues that have happened, and are publicly available online, which the college might want to explore with the applicant at interview.
- 5. References and checking employment history**
- 5.1. Candidates are required to provide the details of two referees, including at least one who can comment on the applicant's suitability to work with young people.
- 5.2. References may be requested at the shortlisting stage or following interview. Currently it is college policy to request references at the shortlisting stage.
- 5.3. The start date for an appointed candidate will not be confirmed until 2 satisfactory references have been received.
- 5.4. When seeking references, we will check that:
- The reference provided is not an open reference and is addressed to LSC
 - The reference has been provided by a senior person within the organisation (line manager or Senior Leader)
 - References sent electronically have been sent from a legitimate source e.g. a work email account
 - All sections of the reference form have been completed, including confirmation that there are no safeguarding concerns and the individual is fit to work with children). Where a reference is provided in an alternative format, we will follow up with the referee to confirm that there were no safeguarding concerns and the individual is fit to work with children where this is not explicitly referenced.
 - One reference is from the current/most recent employer where they are not currently employed
 - One reference is from the last time the candidate worked with children (where applicable)
 - Both references are not from the same employer (unless where the candidate has only ever worked for one employer)
 - The information on the application form corresponds with the information provided on the reference. Any inconsistencies will be discussed with the candidate and/or referee and recorded.
 - The reference has been verified by calling the referee
- 5.5. References will be checked by HR and emailed to the relevant line manager to confirm that they are satisfied with the reference taking into consideration the above.
- 5.6. In the event of an unsatisfactory reference, the line manager and a member of the HR team will discuss with the candidate and reach a decision based on a risk assessment approach if the candidate is suitable to work with children and young people or not.

6. Interview, selection and offers of appointment

- 6.1. We will always conduct an interview even when there is only one candidate for a role. This will apply to the appointment of all permanent, fixed term, casual, volunteer or governor appointments. In the case of agency and third-party staff and trainee teachers, the interview may be conducted by the agency or training provider only.
- 6.2. Interview panels will include at least one member of staff trained in safer recruitment practice.
- 6.3. The interview process will aim to test awareness of safeguarding children and young people and statutory safeguarding procedures. The interview process will also seek to ensure we understand the candidate's values and beliefs in relation to children and young people.
- 6.4. When interviewing candidates, we will:
 - Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
 - Explore any potential areas of concern to determine the candidate's suitability to work with children and young people
 - Record all information considered and decisions made
- 6.5. All offers of appointment must be authorised on an offer of appointment form and forwarded to HR.
- 6.6. All offers of appointment will be conditional upon satisfactory completion of the necessary pre-employment checks as set out below.
- 6.7. In all cases, a provisional start date will be agreed with a final start date confirmed once all necessary pre-employment checks are completed.

7. Pre-employment checks and the Single Central Record (SCR)

- 7.1. HR will record all information relating to the pre-employment checks carried out on the college's single central record (SCR). A record of checks will be recorded for individuals on the SCR when they start and removed when they leave the college.
- 7.2. Copies of ID, Right to Work Checks and any relevant qualifications will be kept on personnel files for the duration of employment/placement with the college.
- 7.3. In all circumstances original documents will be viewed and verified by a member of the HR team, and the date when the original document was checked recorded on the SCR.
- 7.4. In all cases it is the relevant manager's responsibility to inform HR when an individual starts and leaves the college. The HR team will also do periodic checks with line managers to ensure that the SCR is up to date at all times.
- 7.5. The SCR will be regularly monitored by members of the Senior Leadership Team. The Designated Safeguarding Lead and Safeguarding Link Governor will also ensure that the SCR is being regularly monitored.

8. Regulated activity and types of DBS checks

- 8.1. Regulated activity is where a person will be:
 - Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or

- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

In the case of a DBS check, it will be appropriate to carry out an enhanced DBS check, including barred list information where an individual is engaged in regulated activity more than once a week or 4 times in a 30-day period.

- 8.2. Most staff in colleges working with children will be engaging in regulated activity relating to children, in which case an enhanced DBS check which includes children's barred list information, will be required.
- 8.3. Staff involved in providing personal care to students aged over 18 (classed as vulnerable adults) will require an enhanced DBS check which includes children's and adult's barred list information.
- 8.4. Once the checks are complete, the DBS will send a DBS certificate to the applicant. HR will also receive notification via Disclosure Services. The applicant must show the original paper DBS certificate to HR before their start date including when using the DBS update service, or at the latest when they report to reception on their first day. The HR team will then compare any information disclosed on the certificate with any information shared by the applicant during the recruitment process. DBS guidance on how to check a DBS certificate can be found on [GOV.UK](https://www.gov.uk).
- 8.5. For all other staff (e.g. contractors) who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate, which does not include a barred list check, will be appropriate.
- 8.6. Barred list information will not be requested on any person who is not engaging in or seeking to engage in regulated activity.

9. Directly employed full time, part time, fixed term and casual staff

- 9.1. The following checks will be undertaken prior to the new member of staff starting at the college:
 - All candidates will be asked to provide original documents which enable us to verify their identity
 - We will obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition above).
 - Receipt of at least two satisfactory references (for further information see 5 above)
 - We will obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
 - Verification of the candidate's medical fitness to carry out their work responsibilities (via a confidential health questionnaire)
 - Verification of the candidate's right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards.
 - Verification of the candidate's professional qualifications where required e.g. QTS or QTLS status (unless properly exempted, for example staff with PGCE Post- Compulsory education)
 - A check that the candidate is not subject to a prohibition order which prevents them from undertaking teaching work
 - A check that the candidate is not subject to a prohibition order issued by the Secretary of State (s.128 check) which prevents them from participation in management (where applicable)

- All new appointments to the college workforce who have lived outside the UK for 6 or more months in the past five years in the same country will be subject to additional overseas checks as appropriate. These will include, where available:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

9.2. There is no requirement to obtain an enhanced DBS check or carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the candidate has worked in:

- a school in England in a post which brought them into regular contact with children aged under 18; or
- another institution within the further education sector in England, or in a 16 to 19 academy, in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

Where such a situation applies, all other relevant pre-employment checks will be completed, including a separate barred list check where the individual will be engaged in regulated activity.

9.3. If the DBS check has not been received but has been applied for, the new member of staff may start as long as all other checks have been completed and are satisfactory. The new member of staff should not be left unsupervised with young people or vulnerable adults, and all young people must always be within sight and hearing of a checked person until the DBS check is received. In these circumstances, the Principal would undertake a risk assessment to ensure that the new staff member is able to work supervised.

9.4. If there is a blemish on the DBS but all other pre-employment checks are satisfactory, this will be discussed with the candidate and a risk assessment will be completed and signed off by the Principal confirming if the individual is suitable to work with children and young people. A copy of the risk assessment will be kept on the individual's personnel file and a note recorded on the Single Central Register that a risk assessment has been completed. For further information please see the college's Recruitment of Ex-Offenders Policy.

10. Existing staff/ staff who have recently left

10.1. In certain circumstances we will carry out all or some of the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is:
 - not regulated activity into one which is regulated activity,
 - not teaching into one which is engaged in teaching activity
 - not in a management position to one that is
- There has been a break in service of 12 weeks or more

11. Trainees

11.1. Where applicants for initial teacher training/other trainees are paid by the college, we will ensure that all necessary checks are carried out in line with section 9.

- 11.2. Where trainees are not salaried by us, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.
- 11.3. On or before their first day at college the trainee will report to HR to complete an identity check to confirm that the person presenting for work is the same person on whom the checks have been made. A member of the HR team will also view the DBS certificate and cross reference the date.
- 11.4. The trainee will be provided with a college ID badge which will be returned to reception on their last day.
- 11.5. Information relating to the trainee will be recorded on the College's Single Central Record (SCR) and removed when they leave.

12. Volunteers

- 12.1. Independent volunteers engaged in regulated activity will undergo the same checks as established staff (including a barred list check). These will be carried out by the college in line with section 9.
- 12.2. For all other voluntary roles a risk assessment will be undertaken by HR in collaboration with the relevant manager to decide what checks, if any, are required before they start.
- 12.3. The risk assessment should consider:
 - The nature of the work with children and the level of supervision;
 - Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability; and
 - Whether the role is eligible for a DBS check, and if it is, the level of the check

A copy of the risk assessment will be signed off by the Principal and stored on the individual's personnel file.

- 12.4. For a volunteer to be considered supervised, the supervision must be:
 - By a person who is in regulated activity relating to children
 - Regular and day to day; and
 - Reasonable in all circumstances to ensure the protection of children
- 12.5. For short term placements (one week or less), volunteers will report to reception each day and wear a visitor badge.
- 12.6. For longer term placements (one week or more), a college ID will be provided
- 12.7. Information relating to volunteer checks will be recorded on the College's Single Central Record (SCR) and removed when they leave.

13. Governors

- 13.1. All Governors will undergo an enhanced DBS check with barred list information before they are able to engage in regulated activity with our students.
- 13.2. All Governors will also undergo the following checks:
 - A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
 - Identity
 - Right to work in the UK

- Other checks deemed necessary if they have lived or worked outside the UK

13.3. Governors will report to reception and wear a college issued ID at all times when onsite at college.

13.4. Information relating to the Governor checks will be recorded on the College's Single Central Record (SCR) and removed when they leave.

14. Agency (supply) staff

14.1. The college will only work with reputable providers of supply staff. Before entering into a contract with a recruitment agency the college has not worked with before; testimonials will be sought and verified.

14.2. Providers of supply staff will be required to provide written confirmation of the following checks and the date they were completed before a person is allowed to begin work at the college:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK
- Enhanced DBS, with barred list information where applicable
- Information, should it apply, of any convictions or other disclosures on the DBS check. In this instance a copy of the certificate will be required by the college prior to the person starting work.
- 2x satisfactory references
- Qualifications, where applicable

14.3. Most agencies will have their own pro forma for providing this information. Where this does not exist, the template at Appendix A can be used.

14.4. A member of the HR team will liaise with the agency to obtain this information.

14.5. On or before their first day at college, the agency/supply staff member will report to HR to complete an identity check to confirm that the person presenting themselves for work is the same person on whom the checks have been made. A member of the HR team will also view the DBS certificate and cross reference the date.

14.6. The agency/supply staff member should report to reception each day to obtain a visitor pass and wear this for the duration of the time they are onsite. For longer-term agency staff placements, a college ID badge will be provided and returned to reception on the last day of their contract with the college.

14.7. Information relating to agency/supply staff will be recorded on the College's Single Central Record (SCR) and removed when they leave.

15. Self-employed contractors

15.1. Self employed contractors (individuals who contract with the college via a contract for service) will undergo the same checks as established staff (including a barred list check where they are employed in regulated activity). These will be carried out by the college in line with section 9.

16. Contractors and contracted out services/third parties

16.1. The college works with a number of external partners to provide services including but not limited to catering, security, cleaning, sports coaching, garden and general building maintenance etc.

- 16.2. Where the college uses a contractor to provide services, the contract should include the safeguarding requirements we expect them to comply with.
- 16.3. We will ensure that any contractor, or any employee of the contractor, who is to work at the college has had the appropriate level of DBS check. This will be:
- Level 1 service - An enhanced DBS check with barred list information for contractors engaging in regulated activity
 - Level 2 service - An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children and young people
 - Level 3 service - In cases where the contractor does not have the opportunity for regular contact with children, the college will complete a risk assessment to determine whether a basic DBS disclosure would be appropriate. In most cases this will not be required.
- 16.4. It is recognised that one contractor may provide services at Level 1, 2 or 3 at different times and it is the responsibility of the contractor and the link manager at the college to ensure that the appropriate checks are in place and information forwarded to HR so it can be recorded on the Single Central Record (SCR). For further guidance see the Procurement Checklist at Appendix B.
- 16.5. Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- 16.6. The contractor will be required to provide written confirmation of the following checks and the date they were completed before a person is allowed to begin work at the college:
- Identity
 - Right to work in the UK
 - Other checks deemed necessary if they have lived or worked outside the UK
 - Enhanced DBS, with barred list information where applicable
 - Information, should it apply, of any convictions or other disclosures on the DBS check. In this instance a copy of the certificate will be required by the college prior to the person starting work.
 - 2x satisfactory references
 - Qualifications, where applicable
- 16.7. Most contractors will have their own pro forma for providing this information. Where this does not exist, the template at Appendix A can be used.
- 16.8. Contract staff providing Level 1 services will be recorded on the SCR for the duration of the time they provide services to the college.
- 16.9. The contractor must report to reception where an identity check will take place and they will wear a visitors badge at all times when on the college site. For long-term contract arrangements a college ID will be arranged, or an agreed third party ID may be worn.
- 16.10. The College expects contractors delivering Level 1 services to have robust, well managed safeguarding arrangements in place which are compliant with legislation and consistent with the College's suite of safeguarding policies, including ensuring that all employees have undertaken appropriate and up to date safeguarding training and this has been recorded.
- 16.11. The College would advise but does not require contractors delivering Level 2 services to have safeguarding policies in place. Instead, they are expected to have regard to the college's suite of Safeguarding Policies.

- 16.12. All contractors delivering Level 1, 2 and 3 services should:
- be aware of and adopt best practice as far as possible in relation to the Keeping Children Safe in Education guidance.
 - have regard to the guidance contained with the Safeguarding Guidelines for Contractors and Code of Conduct at appendix C.

16.13. Contractors will not be entitled to any additional payment from the College for compliance with the College's suite of Safeguarding Policies.

17. Adults who supervise students on work experience

17.1. When organising work experience, we will ensure that policies and procedures are in place at the host organisation to protect our students from harm.

17.2. We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise students on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

18. Visitors

18.1. The college receive a number of visitors across the week, including those with a professional role i.e. educational psychologists, social workers etc; students' relatives, guest speakers or other visitors attending an activity in college such as a show.

18.2. All scheduled visitors should be pre-notified by the person arranging the visit to Security and Admissions via calendar invite to visitors@leyton.ac.uk.

18.3. All visitors, whether scheduled or not will report to reception and be issued with a visitor badge which will be returned to reception when they sign out.

18.4. Visitors to the college should be supervised throughout their time at college.

18.5. Visiting professionals will be asked to show their professional ID at reception and a copy of their DBS.

18.6. For further information please see the college's Visitors Policy.

19. Induction and ongoing safer recruitment compliance

19.1. Newly appointed staff (permanent, fixed term and casual), volunteers, agency/supply staff, self-employed contractors, governors and trainees will be provided with copies of the college's suite of safeguarding policies as part of their induction process and expected to comply with these policies throughout their tenure with the college.

19.2. All Staff (permanent, fixed term and casual), volunteers, agency/supply staff, self-employed contractors, governors and trainees who will work with the college for more than one month will also be required to complete the college's online Safeguarding and Prevent training via Smartlog.

19.3. Individuals engaged via a contractor will be provided with a copy of the guidance at Appendix C.

Appendix A: Candidate Vetting Form



Candidate vetting form

This form should be used for individuals who are engaged by the college in paid or voluntary work or training via an agency, university, third party provider or other organisation where a standard form including this information is not provided.

Once completed please send an electronic copy to hr@leyton.ac.uk

Candidate name	
Date of birth	
Date identity verified and document used	
Date eligibility to work in the UK obtained and document used	
Level of DBS Check	Enhanced including barred list/Enhanced/Basic (delete as applicable)
DBS Check number	
DBS Check status (clear or record the details of any blemishes)	
Date certificate checked	
Details of overseas checks (if applicable)	
Satisfactory health clearance received (Yes/No)	
Qualifications verified (where applicable) (Yes/No and date received)	
Teacher Reference (where applicable)	
2x satisfactory references received (Yes/No and date received)	
Date when safeguarding and prevent training last completed:	
Name of person completing this form:	
Signature of person completing this form:	
Date form completed:	

Appendix B:

Procurement checklist (to be completed by the manager overseeing the contract)

Safeguarding Consideration	Yes, No or N/A	Required Actions	Complete
<p>Level 1 – Services regularly delivered (more than once a week or 4 or more times in a 30-day period) e.g., catering, security, cleaning, sports coaching, weekly site maintenance</p> <p>Considered regulated activity</p>		<ul style="list-style-type: none"> • The contractor must have their own safeguarding policy and training for staff in place. • Standard safeguarding clause to be included in the contract, including requirement for necessary checks (including enhanced DBS with barred list) and compliance with the College’s suite of safeguarding policies. • Written confirmation of checks provided prior to first day at college. • ID check on arrival • Visitor pass or college/Professional ID worn at all times when onsite • Information forwarded to HR to record on the Single Central Record and remove when they leave 	
<p>Level 2 - Services delivered infrequently (less than once a week or 4 or more times in a 30-day period) but in the process is likely to come into contact with children/adults at risk e.g., photocopier servicing.</p> <p>Generally not considered regulated activity</p>		<ul style="list-style-type: none"> • Standard safeguarding clause to be included in the contract, including requirement for necessary checks (including enhanced DBS) and compliance with the College’s suite of safeguarding policies. • Written confirmation of checks provided prior to first day at college (added to approved organisation list held by reception). • ID check on arrival • Visitor pass worn at all times when onsite • Does not need to be recorded on the Single Central record. 	
<p>Level 3 - Services where there is no contact with children/adults at risk e.g., contractors who carry out work at weekends/out of college hours</p> <p>Not regulated activity</p>		<ul style="list-style-type: none"> • ID check on arrival • Visitor pass worn at all times when onsite • Does not need to be recorded on the Single Central record. 	

Appendix C:

Safeguarding Guidelines for Contractors and Code of Conduct

Safer recruitment

Safer recruitment is an important part of identifying whether an individual is suitable for the role they are to undertake. Contractors engaged in delivering Level 1 Services (regulated activity) must ensure that the relevant safeguarding, recruitment and barring checks have been undertaken for their employees.

Training

As a minimum, training should always include an explanation of the contractor's safeguarding policies, including the context and implementation - this will usually be carried out during staff induction and should be supported by regular refresher sessions. Training for all employees should cover:

- being aware of the importance, and their responsibility in appropriately sharing their concern where they are worried that a child or young person may be suffering, or at risk of, abuse;
- being aware of how to report concerns when concerned about the behaviour of a colleague/member of staff;
- understanding and being able to implement safe working practices for individual employees;
- knowing who in the contractor's organisation and at the College, has safeguarding lead responsibility.

Managing and reporting allegations

Contractors engaged in delivering Level 1 Services must have a clear procedure in place for handling safeguarding concerns. Responsibility for compliance rests with the contractor who will have a named senior manager identified in their safeguarding policy, to whom all allegations should be initially referred.

Contractors must also comply with the college's suite of Safeguarding policies when managing and reporting allegations.

Whistleblowing

Contractors must immediately report any safeguarding suspicions of abuse etc. by their employees to the College's safeguarding lead or raise their concerns through the College's Whistleblowing Policy.

Information Sharing and Data Protection

Information sharing is vital to safeguarding and promoting the welfare of children, young people and adults at risk. A key factor in many serious case reviews has been a failure to record information, to share it, to understand its significance and then take appropriate action. The College expects contractors engaged in Level 1 and/or Level 2 Services to comply with their contractual obligations on referrals.

Escalation of concerns (where appropriate)

On rare occasions, external providers may feel that the course of action outlined in the College's referral process does not represent, in their opinion, the best course of action in relation to a particular safeguarding concern. If so, then concerns should be raised in the first instance with the College representative managing the contract and, if escalation is deemed necessary, to the Safeguarding Lead.

Monitoring arrangements

The College reserves the right to monitor external providers' safeguarding arrangements at any time, on reasonable notice.

External providers should regularly review and update their safeguarding policies to ensure they capture the most recent legislative and compliance requirements and up-to date guidance.

Guidance for individuals delivering services at the college

Everyone has responsibility for safeguarding and promoting the welfare of children, young persons under 18 years of age and adults at risk. As an external provider of College services, you are asked to ensure that any person engaged on the contract, either directly employed by you or through subcontract arrangements, agrees to comply with the following:

1. to work safely and take responsibility for their own actions and behaviour;
2. to avoid any contact with a child, young person under 18 years of age or vulnerable adult which would lead any reasonable person to question their motivation and intentions;
3. not be in contact with a child, young person under 18 years of age or adult at risk whilst on site, unless accompanied by a colleague;
4. not give their personal contact details (including mobile number) to children, young people under 18 years of age or adults at risk;
5. not to make contact via social network sites with children, young people under 18 years of age or adults at risk;
6. to work and be seen to work in an open and transparent manner;
7. to use approved means of identification which include a photograph;
8. to remain within the agreed work area and/or access locations;
9. to keep colleagues informed of their whereabouts;
10. to not use profane or inappropriate language;
11. to dress appropriately, i.e. dress in a way that:
 - is unlikely to be viewed as offensive, revealing or sexually provocative;
 - does not distract, cause embarrassment, or give rise to misunderstanding;
 - is absent of any political or contentious slogans;
 - is not considered to be discriminatory and is culturally sensitive.

REMEMBER: Your actions, however well intended could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.