



## Review Schedule

- This Policy is reviewed Annually .
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### Reviewed by:

Rebecca Heptinstall

NovaCity Alternative provision Manager - 01/09/2025

### Child Protection Code of Good Practice:

This Code has been developed to provide you with advice that not only will help to protect children, but will also help you and your colleagues identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

Good practice will also protect NovaCity through reducing the possibility of anyone using their role to gain access to children, in order to abuse.

While it is not intended that this code should restrict staff from normal ways of working, e.g., comforting a distressed child through providing a hug, there is much they can do to avoid situations that may give rise to misinterpretation, which will also work to protect children.

If in doubt, consider how an action or activity may be perceived as opposed to how it is intended.

Wherever possible, you should be guided by the following advice.

If it is necessary to carry out practices contrary to it, you should only do so after discussion with, and the approval of, your designated person.

### **Code of Good Practice**

- Avoid unobserved situations of one-to-one contact with a child. If it is unavoidable, always keep a door open and ensure you are within the hearing of other adults
- Never offer to or take a child alone in your own vehicle without the knowledge and consent of the parents/carers and your designated person
- If it is necessary to do things of a 'personal' nature for a child, e.g. nappy changing to toileting if they are very young or disabled, ensure these are carried out with the full knowledge of the parents/carers and your designated person
- Develop a culture in which staff feel comfortable enough to point out inappropriate attitudes and behaviours to each other
- Don't engage in or allow any sexually provocative games involving or observed by children, whether based on talking or touching
- Never make suggestive remarks or discriminatory comments to a child
- Don't engage in or tolerate any bullying of a child, either by adults or other children
- Don't engage in or tolerate inappropriate physical activity involving children
- Never enter a room where a child may be changing their clothes or not be fully dressed, without first clearly getting their consent to enter
- Respect all children, regardless of their age, gender, ethnicity, disability or sexual identity
- Avoid 'favouritism' and singling-out 'troublemakers'

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- Never trivialise child abuse
- Never let allegations by a child go unreported, including any made against you.

**Signed:**  **Rebecca Heptinstall**  
**Alternative Provision Manager**

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