

Ten Golden Rules of Safer Working Practice

1. Safeguarding our children will always be a priority, however if as a responsible adult caring for our children you are not safe you are unable to keep our children safe. Therefore, we ask you ensure your safety whilst looking after the children. All allegations need to be reported and recorded inline with allegation management procedures.
2. Treat every child with dignity and respect, this includes your spoken and written records when speaking about and to the children.
3. As part of building relationships with our children it is natural we will share elements of our lives, however staff need to keep themselves safe within these discussions. Do not share any personal information which could identify where you live, your contact details, social media or your friends or family.
4. All staff should be seen to work in an open and transparent way.
5. Failing to act to prevent harm is a form of abuse. If you know or suspect harm is occurring you must report this.
6. Confidentiality must be maintained at all times. Staff hold a lot of sensitive and highly confidential information about our children and this must be dealt with by the upmost respect. This includes ensuring children in the home don't become aware of other children's information.
7. Staff are not to "favourite" young people.
8. When you are on shift you must dress in a manner which is appropriate to the tasks you are undertaking.
9. As professionals our actions and practices are constantly under scrutiny. The way we behave in our private lives and how we perceive behaviours can often affect the way we measure what is and what isn't acceptable.
10. Staff employed in social care should accept that they are in a position of trust and that their actions and conduct in and out of work could affect their position and that of Meadows Care

Read by:

Signed:

Date: