

Councillors, volunteers and staff must:

- Treat all children and people with dignity and respect
- Provide an example for good conduct that others can follow
- Challenge unacceptable behaviour e.g. bullying and report allegations/suspensions of abuse
- Ensure that when possible there is more than one adult present during activities with children and young people, or at least be within sight or hearing of others
- Respect their right to personal privacy and encourage children and vulnerable adults to feel comfortable enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret certain actions, no matter how well intentioned
- Be aware that any physical contact with a child or vulnerable adult may be misinterpreted
- Recognise that special caution is required when discussing sensitive issues with children or vulnerable people
- Always operate within Castle Cary Town Council's Code of Conduct, principles, guidance, policies and procedures

Councillors, volunteers and staff must not:

- Have inappropriate or unwarranted physical or verbal contact with children or vulnerable adults
- Be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or vulnerable adults
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise any abuse issues
- Show favouritism to any individual
- Rely on your good name or that of Castle Cary Town Council to protect you
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach

There may be exceptional circumstances where it is necessary to restrain a child or a vulnerable adult to prevent them from damaging themselves or others. Only the minimum reasonable force necessary may be used. All incidents of physical restraint must be recorded on an incident form and submitted to the Town Clerk, as well as informing the parents and/or carer as soon as possible.