

LAA Yellow Card

Code of Practice

To give positive guidance, this card sets out a code of behaviour for all adults involved in LAA activities. Every adult should have a copy of this code. It is designed so you can always keep it with you during LAA activities.

Check that:

- You have your own copy.
- All other adults involved in working with young people have a copy.
- Parents/Carers are made aware of the yellow card and our child protection policy.
- **Take any allegations or concerns of abuse seriously and refer them to your Child and Vulnerable Adult Officer immediately.**



Code of Behaviour

- **Do** keep to this code at all times.
- **Do** treat everyone with dignity and respect.
- **Do** set an example for others to follow.
- **Do** plan activities that involve more than one other person being present, or at least within sight and hearing of others.
- **Do** treat all children, young people, and vulnerable adults equally – do not show favouritism.
- **Do** respect children, young people, and vulnerable adults' right to personal privacy.
- **Do** allow children, young people, and vulnerable adults to talk about any concerns they may have.
- **Do** encourage others to challenge attitudes or behaviours they do not like.
- **Do** avoid situations where you are alone with a young person or vulnerable adult.
- **Do** make everyone aware of our safeguarding arrangements.
- **Do** remember this code at sensitive moments, eg when helping someone who has been bullied, bereaved, or abused.
- **Do** tell other adults where you are and what you are doing.
- **Do** remember someone else might misinterpret your actions, even if you mean well.
- **Do** make people feel safe and that they can chat to us.
- **Do** make youngsters aware that sometimes we need to pass on information to help get things sorted out.

- **Do not** trivialise abuse.
- **Do not** allow abusive activities, eg initiation ceremonies or bullying.
- **Do not** form a relationship with a young person or vulnerable adult that is an abuse of trust.
- **Do not** drink alcohol when you are directly responsible for young people or vulnerable adults.
- **Do not** ever allow children or young people on YES/LAA activities to drink alcohol.
- **Do not** take part in inappropriate behaviour or contact, whether physical, verbal, or sexual.
- **Do not** take part in physical contact games with children, young people, and vulnerable adults.
- **Do not** make suggestive remarks or threats to a young person or vulnerable adult, even in fun.
- **Do not** use inappropriate language when writing, phoning, emailing, or using the internet.
- **Do not** let allegations, suspicions, or concerns about abuse go unreported.
- **Do not** rely on your reputation or position to protect you.
- **Do not** pass on anyone's personal details without their parent's or guardian's permission.
- **Do not** take photos for whatever reason unless you have written permission from the parents.
- **Do not** pick up or collect any individual or student without another individual over 18.
- **Do not** promise that you can fix things when you cannot.

Information on Group Sizes

Adult to children ratios from the Nspcc website:

0-2 years one adult to three children,

2-3 years one adult to four children,

4-8 years one adult to six children,

9-12 years one adult to eight children,

13-18 years one adult to ten children.

Depending on the activity, more adults or smaller groups may be required.



Youth & Education Support (YES) thanks the Scout Association, the Light Aircraft Association, and other voluntary organisations for help in the production of this safe-guarding guidance card.