

Safeguarding Code of Conduct

The Safeguarding Code of Conduct clarifies the behaviour that is expected of everyone within the Britten Pears Arts organisation which includes all staff and those working on our behalf such as volunteers and freelancers. The Code will serve to protect children and adults at risk from harm. It will help everyone at Britten Pears Arts to maintain appropriate standards of behaviour, reduce the possibility of false allegations of abuse being made against them and preserve our organisation's reputation.

We expect all staff members and volunteers to sign and return a copy of this Code of Conduct before commencing their work with us.

Do:

- ✓ Always put the welfare of a child, young person or adult at risk first, whether working in-person or online.
- ✓ Report on all suspicions, concerns, allegations or disclosures of abuse made by a child or young person or adult at risk, including any allegations made against you. Follow our safeguarding procedures for this purpose – these can be found in the policy on our website.
- ✓ Demonstrate commitment to ensure safety in all areas of organisation life, acting to safeguard and reduce risk to children and young people and adults at risk of harm.
- ✓ Treat everyone with dignity and respect. All children, young people and adults at risk have a right to equal protection regardless of their race, culture, age, gender, disability, religion, sexuality, sexual orientation, pregnancy and maternity or political persuasion.
- ✓ Be friendly and approachable but professional in your interactions.
- ✓ Work openly, avoiding private or unobserved situations and working in isolation. Try to ensure that you are not the only adult present and are at least within sight or hearing of others. Leave the door open if you find yourself in a room alone with a child, young person or an adult at risk.
- ✓ Ensure the correct level of adult supervision is maintained throughout activities. These are:
 - 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.
- ✓ Any physical contact with children, young people or adults at risk can be potentially subject to misinterpretation or even malicious allegations and therefore avoid all such physical contact unless it is an emergency, or it is pre-planned and a necessary part of the work that you are doing.
- ✓ Ensure your behaviour and appearance is appropriate to the work or activity that you are undertaking.

- ✓ Allow children, young people and adults at risk to change their clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- ✓ Ensure that consent is gained from the guardian (for those under 16) or the individual directly (for those over 16), for all photographs or films of children, young people and adults.
- ✓ Any photographs or films of children and young people must be taken on Britten Pears Arts' own devices and can only be posted on websites managed and maintained by Britten Pears Arts, or as specified within the photo permission agreements made with the young people and their guardians.
- ✓ Respect the right to personal privacy but never agree to keep any information relating to the harm of a child or adult confidential.
- ✓ Ensure you are aware of the latest Safeguarding policy and procedures on <https://brittenpearsarts.org/about-us/safeguarding-policy> including the on-duty DSO phone number.
- ✓ Ensure that all direct communication with children, young people and vulnerable adults come directly from Britten Pears Arts accounts and devices.

Physical Contact:

Britten Pears Arts permits physical contact with a child, young person or adult at risk only if:

- The individual is at risk of harm or harming others
- A verbal or written instruction is not sufficient for the individual
 - Note: If you need to touch a student as part of an instrumental lesson, explain in advance that you are going to do so, why you need to do this and make sure you have the student's permission to proceed
- The individual initiates contact, such as if they are in emotional distress
- The individual has additional or access needs and requires physical assistance or help with communication
 - Note: If this is the case, you should ensure you have the consent of the individual and the appropriate training to do so safely

In all circumstances contact should be minimal, open and transparent.

Do not:

- ✗ Give out your personal contact details (personal phone or mobile number, email, home address or social networking links).
- ✗ Befriend children, young people or adults at risk that you meet through their work or volunteering either face to face or on social networking sites such as Facebook and Twitter.

- ✘ Establish on-line networking, group or blog forums which are not regulated with controls relating to Britten Pears Arts governance and scrutiny.
- ✘ Engage in sexually provocative behaviour, use inappropriate or sexually suggestive language or gestures either in person, verbally or via texting/emails.
- ✘ Use any form of physical punishment as a means of discipline.
- ✘ Conduct a sexual relationship with a child, young person or adult at risk or take part in any form of sexual contact with a child or adult at risk regardless of the age of consent.
- ✘ Swear or make sarcastic, insensitive, derogatory or discriminatory comments or gestures to or in front of children, young people or adults at risk.
- ✘ Transport children or adults with whom you are working in your own vehicle.
- ✘ Rely on your reputation, position or the organisation to protect you.
- ✘ Work under the influence of alcohol or drugs.
- ✘ Smoke or vape in front of children or young people.
- ✘ Discuss your own personal/sexual relationships with children, young people or adults at risk.
- ✘ Give or receive gifts and/or substances such as drugs, alcohol, cigarettes, e-cigarettes from or to a child/adult at risk or their family.
- ✘ Broadcast or share any audio and/or visual material (CDs, DVDs, videos, photos, films, computer, blogs or games etc.) during work hours that has inappropriate or obscene content.
- ✘ Invite, or allow, a child, young person or adult at risk whom you have met through your work to your home.
- ✘ Arrange to meet a child, young person or adult at risk outside of your work/volunteering role at all, whether working in-person or online.
- ✘ Provide any child, young person or adult at risk with support, such as personal care, unless this is a specified part of your job or volunteering role.
- ✘ Wear anything that could be considered offensive or discriminatory. This could include clothing which could reasonably be deemed inappropriate e.g political, sexual, violent, non-age appropriate.