

Code of Conduct

Permanent, freelance and casual staff and volunteers at Attenborough Arts Centre act in a position of trust and authority and have a duty of care towards the children and young people and vulnerable adults we work with. You are likely to be seen as a role model by young people and vulnerable adults and are expected to act appropriately. We expect everyone to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

All staff and volunteers must:

- Maintain the highest professional behaviour and standards at all times.
- Create a protective and safe environment.
- Ensure that equipment is used safely and for its intended purpose.
- Stay within the law at all times.
- Treat everyone, including all children and vulnerable adults, equally, with respect and dignity. Listen to them carefully.
- Put the physical and emotional welfare of each participant first.
- If a child initiates physical contact, deflect them if possible (e.g. offer a handshake in place of a hug).
- Work in partnership with children, young people and vulnerable adults, valuing their contributions and empowering them in appropriate decision-making.
- Give enthusiastic and constructive feedback, rather than negative criticism.
- Physical contact should be minimal, time limited and age appropriate. Be aware of and avoid using inappropriate physical contact. There may be times when physical contact is unavoidable or necessary such as physical support such as working with a disabled child, or providing comfort to a distressed child. Physical contact should only take place with the consent of the child and the purpose of the contact should be made clear.
- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, appreciate that all participants bring something valuable and different to the group/organisation and challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

When working with children and young people, you must **never**:

- Never be left alone or unsupervised with a single child or vulnerable adult at any time. Management arrangements should be designed to prohibit this situation. All staff must remain vigilant to ensure this never happens with any colleagues and that cover can be provided for breaks as necessary.
- Never engage in any inappropriate touching, sexual, physical or verbal contact with a child or young person.
- Never engage in personal communication with children, such as email or telephone or through social networking sites or social media accounts. All social media activity for projects, events and exhibitions will be directed through official, not personal, accounts. Staff and volunteer personal contact details must never be shared with children and young people or vice versa.
- Never agree to meet up with a child or young person outside of their engagement with Attenborough Arts Centre.
- Never store or share data of any child or young person, including photographs and video on any personal devices.
- Never misuse your power over children or young people.
- Never make inappropriate promises to children and young people.
- Never offer to transport children or young people.
- Never use inappropriate language or make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Never show favouritism to any participant.
- Never consume alcohol on the same day before any session with children or young people. Attenborough Arts Centre has a zero tolerance policy on any alcohol or illegal substances being brought onto site. Any prescribed drugs must be kept hidden and out of reach of young people.
- Never smoke anywhere inside or outside the premises.
- Never act in a way that can be perceived as threatening or intrusive.
- Never patronise or belittle children and young people

You must report to the DSL immediately:

- Any concerns, however small, articulated by any child or young person
- Any concerns about the behaviour of any member of staff

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Attenborough Arts Centre. We may also make a report to statutory agencies such as the police and/or the local authority child protection services if required. If you become aware of any breaches of this code, you must report them to the DSL. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.