

Code of Conduct that everyone must follow

Anyone working on behalf of Attenborough Arts Centre – including Advisory Board members, Senior Management team, paid staff, freelance and sessional workers, volunteers, students on work placements, agency staff – act in a position of trust and authority and have a duty of care towards the children, young people, University students over the age of 18 and Adults at Risk with whom we work.

We expect exemplary behaviour of anyone who works on behalf of Attenborough Arts Centre because you will be seen as a role model by children and young people, University of Leicester students over the age of 18 and Adults at Risk. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

The position of trust and authority held by Attenborough Arts Centre workers with participants continues even after AAC workers have finished working with Attenborough Arts Centre or participants stop attending programmes at AAC. Personal contact between AAC workers and participants of AAC programmes outside of AAC programmes is therefore strictly prohibited, even after a child or young person has passed their 18th birthday or after a University student graduates.

You must inform the DSO immediately if you have had any contact with a child, young person, University student over the age of 18 or Adult at Risk outside their participation in AAC programmes. You must seek written authorisation in advance from the DSO if you believe there is any justified reason to make any such contact.

All staff and volunteers must:

- Maintain the highest standards of behaviour as set out in this Code of Conduct at all times.
- Create a protective and safe environment for all participants under their duty of care.
- Ensure that equipment is used safely and for its intended purpose.
- Stay within the law at all times.
- Treat everyone, including all children, young people, University students over the age of 18 and Adults at Risk equally, with respect and dignity. Listen to them carefully.
- Consider the physical and emotional welfare of each participant.
- If a child initiates physical contact, deflect them if possible (e.g., offer a handshake in place of a hug).
- Work in collaboration with children, young people and Adults at Risk, valuing their contributions and empowering them in appropriate decision-making.

- Give enthusiastic and constructive feedback. Do not give 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 providing comfort to a distressed child or adult at risk. Physical contact should only take place with consent and the purpose of the contact should be made clear.
- Treat children, young people, University students over the age of 18 and Adults at Risk fairly and without prejudice or discrimination.
- Understand that children, young people, University students over the age of 18 and Adults at Risk 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, young people, University students over the age of 18 and Adults at Risk, you must:

- Never be left alone or unsupervised with a child or adult at risk at any time. Management arrangements must 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, young person, University student over the age of 18 or Adult at Risk.
- Never engage in personal communication with children, young people, University student over the age of 18 or Adults at Risk. This includes email or telephone or through social networking sites or social media accounts. All social media activity for projects, events and exhibitions must be directed through official organisational accounts and never through personal staff or participant social media accounts. Staff and volunteer personal contact details must never be shared with children, young people, University students over the age of 18 and Adults at Risk or vice versa.
- Never continue or maintain contact with children, young people, University students over the age of 18 or Adults at Risk outside of their engagement in AAC programmes. This includes children and young people who may have passed their 18th birthday since their participation in AAC programmes.
- Never agree to meet up with a child, young person, University student over the age of 18 or Adult at Risk outside of their engagement with Attenborough Arts Centre, whether in a public or private place. This includes children and young people who may have passed their 18th birthday since their participation in AAC programmes.
- Never invite a child, young person, University student over the age of 18 or Adult at Risk into your home or any other private residence or location. This includes children and young people who may have passed their 18th birthday since their participation in AAC programmes.

- Never store or share data of any child, young person, University student over the age of 18 or Adult at Risk, including photographs and video on any personal devices. This includes children and young people who may have passed their 18th birthday since their participation in AAC programmes.
- Never misuse your power over children, young people, University students over the age of 18 and Adults at Risk
- Never make inappropriate promises to children, young people, University students over the age of 18 or Adults at Risk.
- Never buy food, drink, gifts or any other items for children, young people, University students over the age of 18 or Adults at Risk, whether or not this is requested by them.
- Never offer to transport children, young people, University students over the age of 18 or Adults at Risk. This includes children and young people who may have passed their 18th birthday since their participation in AAC programmes.
- Never use inappropriate language or make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people, University students over the age of 18 or Adults at Risk.
- Never show favouritism to any participant – by identifying their behaviour or work as better than others, for example.
- Never act in a way that can be perceived as threatening or intrusive.
- Never patronise or belittle children, young people, University students over the age of 18 or Adults at Risk.
- Never consume alcohol on the same day before any session with children, young people, University students over the age of 18 or Adults at Risk. 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.

You must report to the DSO immediately:

- If you have had any contact with a child, young person, University student over the age of 18 or Adult at Risk outside their participation in AAC programmes. You must seek written authorisation in advance from the DSO if you believe there is any justified reason to make any such contact.
- Any concerns, however small, articulated by any child, young person, University of Leicester student over the age of 18 or Adult at Risk.
- Any concerns raised by you or anyone else about the behaviour of any member of staff, volunteer or anyone working on behalf of AAC.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, your contract with Attenborough Arts Centre and the University of Leicester may be terminated. We may also make a report to statutory agencies such as the police and/or the Local Authority Designated Officer and/or Local Authority Child Protection Services if required. If you become aware of any breaches of this code, you must report them to the DSO. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.