

Rag and Bone Arts - Code of Professional Conduct

These guidelines are designed to highlight safety issues, prepare the company members for situations that may arise when working with children and enable them to feel confident and act professionally in the school environment.

All Rag and Bone Arts staff must:

- Make dance/drama/art sessions fun, enjoyable and promote fair play
- Plan sessions to ensure that all children, young people and adults are adequately supervised and engaged in suitable activities at all times.
- Treat all young people/disabled adults equally, and with respect and dignity, always putting the welfare of each young person first
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people. Ensure that their relationships with pupils clearly take place within the boundaries of a respectful professional relationship - take care that their language, attitudes, demeanour or conduct does not give rise to comment or speculation.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that physical contact with a child or young person may be misinterpreted.
- All adults working with pupils have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils or students public in general and all those with whom they work
- Always work in an open environment (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets)
- Maintaining a safe and appropriate distance with pupils/members (e.g. it is not appropriate to have an intimate relationship with a child)
- Build balanced relationships based on mutual trust which empower children to share in the decision making process
- Respect a young person's right to personal privacy/encourage young people to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the development/needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- Know at all times where the children/young people under their duty of care are and what they are doing
- Not leave children unsupervised at any venue, indoors or out.
- Ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
- Avoid being left alone with a single child. ^[1]_{SEP}
- Any activity using potential dangerous equipment should have constant adult supervision.
- Exercise authority and manage risk within workshop/performance
- Challenge unacceptable or dangerous behaviour and report all allegations/suspensions of abuse
- All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical and emotional harm.
- Recognise that special caution is required when you are discussing sensitive issues with children or young people.
- Members of staff may have access to confidential information about pupils in order to undertake their every day responsibilities. In some circumstances staff may be given highly sensitive or private information. They should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners,

friends, relatives or other schools/services). Information must never be used to intimidate, humiliate, or embarrass the pupil.

- Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need-to-know basis.
- Wear clothing which is appropriate to their role - is not likely to be viewed as offensive, revealing, or sexually provocative, does not distract, cause embarrassment or give rise to misunderstanding - is absent of any political or otherwise contentious slogans
- Ensure that personal social networking sites are set at private and pupils are never listed as approved contacts
- Never use or access social networking sites of pupils
- Not give personal contact details to pupils, including their mobile telephone number
- Only make contact with children for professional reasons and where possible using equipment e.g. mobile phone, provided by Rag and Bone Arts for communication
- Make sure that parents have given permission for this form of communication to be used
- Recognise that text messaging should only be used as part of an agreed protocol and when other forms of communication are not possible
- Not use internet or web-based communication channels to send personal messages to a child/young person
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the workplace
- Be familiar with the Rag and Bone Arts system for recording concerns
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Employees should give guidance and support to inexperienced helpers, for example, volunteer assistants who may be working with them temporarily.
- Take responsibility for clearing up completely after classes/performances. Take any rubbish with you.

Staff must not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
- Allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Rely on your good name or that of the organisation to protect you. Believe "it could never happen to me".

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