



Staff Code of Conduct

The following is a guide to helping create a safe and protective culture for children, young people, staff and volunteers. For full guidance in relation to child protection procedures please refer to the **Body Politic Safeguarding Policy**.

Monitoring & Review

The policy will be reviewed annually. All individuals in a position of trust should have access to this policy and sign to the effect that they have read and understood its contents.

Review Date	Changes Made	By Whom	Approved by
May 2023	Annual update	E J GREIG	
November 2023	Action plan review	E J GREIG	
May 2024	Annual update and action plan review		



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Practice to be encouraged:

- You should model respect for children & young people (CYP), environment, equipment and staff.
- Focus on the safety of CYP. Model appropriate relationships and behaviour. Involve CYP in the decisions that affect them. Use fairness, calmness and consistency when dealing with behaviour that challenges.
- If you feel uncomfortable or are unable to deal with a situation contact the Activity Lead or Artistic Director as soon as possible.
- Always work in an open environment, avoiding private or unobserved situations. Maintain a safe and appropriate distance with CYP (e.g. not sharing tents, shower facilities) or having an inappropriate or intimate relationship.
- Be mindful of how and where you touch CYP, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided. If physical contact is necessary (e.g. in an emergency), seek their permission, give choices where appropriate, tell the CYP clearly what you are doing and why and if possible have another worker present.
- If a CYP makes inappropriate physical contact with you the Artistic Director should be informed as soon as possible and the incident recorded.
- Immediately report safeguarding concerns, accidents or incidents to the Artistic Director. Request a reporting form to keep a clear note of any incidents, accidents or concerns and hand the completed form to the Artistic Director.
- Ensure a CYP is entered on the register when they arrive and inform the Activity Lead.
- Challenge and confirm the identity of any person who enters the activity venue, inform the Artistic Director and ensure that they are marked on the visitor log.
- Do not allow a CYP to leave the activity venue with an unidentified adult. Inform the Artistic Director if a CYP leaves the activity venue and ensure that they are marked as leaving on the register.
- Ensure you have read and understood the risk assessment for the activity you are staffing and report any issues around health & safety to the Artistic Director as soon as possible.



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- Immediately report any allegations made against you or a colleague to the Artistic Director.
- Ensure you have access to the contact details of the Body Politic leadership team. See below for contact details.
- Ensure you contact the Artistic Director if you are unable to start work on time.
- Ensure you are dressed appropriately for the activity you are staffing.
- Ensure you respond to communications from Body Politic in good time.
- Make yourself available for training and meetings.

Practice to be avoided:

- You should not be left alone with a CYP. If you are left alone with a CYP inform the Artistic Director or another worker as soon as possible.
- You should not give lifts in your car to individual CYP. Where not doing this would compromise the safety of a CYP (e.g. leaving a young person alone at a venue) you should inform the Artistic Director who will attempt to phone the parent/guardian of the CYP to confirm what you will be doing. You should also ask the CYP to sit in the back seat.
- You should not take CYP to your home or that of another worker.
- Where a private meeting with a lone CYP is unavoidable it should be held in an open place in view of others or in a room visible to those outside and where a colleague has agreed to visually monitor the meeting.
- If a CYP participates in a review of their involvement in a programme as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second staff member.
- You should not use your own 'personal' electronic communications (e.g. mobile phones, social networking sites) for contacting young people, UNLESS agreed by the Artistic Director.
- You should not give your personal mobile phone number to CYP.
- You should not link with a CYP on social media.
- You should not use your mobile phone for personal business whilst working



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with CYP UNLESS agreed in advance by the Artistic Director.

- You must not take photos of CYP on your mobile phone UNLESS agreed in advance with the Artistic Director. Any photo taken should be transferred to Body Politic as soon as possible and then deleted. When taking or deleting photos you should do so in the presence of another member of staff.

Unacceptable practice:

- Invading the privacy of CYP when they are toileting, changing or dressing.
- Inappropriate physical or sexually provocative games.
- Making sexually suggestive comments about or to a CYP even in fun.
- Inappropriate and intrusive touching of any form.
- Scapegoating or ridiculing a CYP.
- Allowing inappropriate, foul, sexualised or discriminatory language to remain unchallenged.
- Any form of physical punishment.
- Illegal use of drugs.
- Providing CYP with cigarettes or the materials to make cigarettes.
- Use of alcohol during an event.
- Bullying of any form, including name calling or constant criticism.
- 'Picking on' a CYP because of their family background, manner of dress or physical characteristic.
- Racism or sectarianism of any form.
- Favouritism and exclusion - all CYP should be equally supported and encouraged.
- Abusive language or gestures.

Important contact details

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