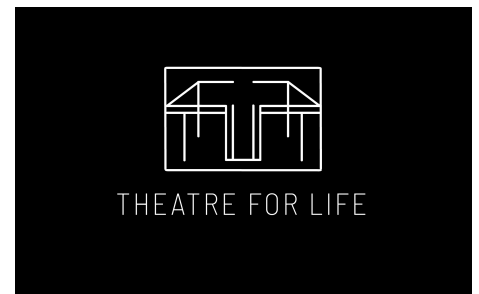


THEATRE FOR LIFE WORKSHOP LEADER CODE OF CONDUCT



THEATRE FOR LIFE CIC (Youth Theatre and Community work)

TALENT (Training School and Workshops)

EDUCATION (Educational Service for Schools and Colleges)

Confidentiality

THEATRE FOR LIFE must not use confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child.

Confidential information about students, the school, college or THEATRE FOR LIFE should not be shared casually.

Information that might suggest that a child is in need or at risk of significant harm should be shared with the designated child protection officers in accordance with safeguarding/child protection procedures as outlined in the THEATRE FOR LIFE Safeguarding policy.

Behaviour

THEATRE FOR LIFE have a responsibility to maintain public confidence and must uphold high standards of personal conduct to do so; both within and outside of their work setting.

They must not do or say anything that might bring THEATRE FOR LIFE into disrepute.

Dress and Appearance

THEATRE FOR LIFE EDUCATIONAL WORKSHOP LEADERS GOING INTO SCHOOLS & COLLEGES should dress decently, safely and appropriately for the tasks that they are required to undertake.

Gifts

Whilst there may be occasions when parents or students may wish to give a small token of appreciation at religious festivals or end of term, for example, it is unacceptable to receive gifts on a regular basis.

Personal gifts should not be given by THEATRE FOR LIFE to students.

Infatuations

It is not unusual for students or sometimes their parents to develop infatuations or "crushes" towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening reported to the school and THEATRE FOR LIFE

Social Contact

THEATRE FOR LIFE Workshop leaders should not establish or seek to establish any social contact with a student or their parents/carers

Unplanned or other social contact that happens outside of the THEATRE FOR LIFE Workshop should be reported to Safeguarding Officers Michelle Smith and Lisa Fernandez Adams.

THEATRE FOR LIFE Workshop leaders should not give their personal telephone numbers or email addresses to students or their parents.

THEATRE FOR LIFE Workshop leaders will not enter into extra or private tuition or childcare arrangements with parents.

THEATRE FOR LIFE Workshop leaders should notify the school or college contact and THEATRE FOR LIFE of any existing or previous family or social relationship with a pupil or their parents/carers.

Physical Contact

When physical contact is made with students, it should be in response to their needs at that time and only in extreme circumstances where the wellbeing of the child / student is at risk.

Physical contact should never be secretive, for the gratuity of the adult or represent a misuse of authority.

Extra caution should be exercised here a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and workshop leaders should respond sensitively by deterring the child through helping them to understand the importance of physical boundaries.

Any extreme attention seeking or behaviour by students that makes a workshop leader feel uncomfortable should be reported to the school/college and THEATRE FOR LIFE.

THEATRE FOR LIFE Workshop leaders leading dance, physical theatre or music tuition may be required to initiate physical contact with students, the principle of "limited touch" should be applied, with understanding of students's sensitivities and with the students agreement

Children are entitled to respect and privacy whilst they are changing

Students in distress

On those occasions when a student may be in distress and in need of comfort and reassurance THEATRE FOR LIFE Workshop Leaders should ensure that they remain self-aware at all times and that their contact with the students is not open to misunderstanding.

Such incidents must always be recorded and shared with the school contact and THEATRE FOR LIFE EDUCATION.

Care, control and physical intervention

THEATRE FOR LIFE is committed to the use of positive behaviour management and workshop leaders will not use any physical punishment, threats, sarcasm or demeaning comments to deal with unacceptable behaviour.

Only in highly extreme situations where the student is endangering themselves, other students or the THEATRE FOR LIFE Workshop leader can they be physically restrained.

Any such incidents and physical interventions will be recorded and reported to parents/ carers.

One to one situations

THEATRE FOR LIFE Workshop Leaders should avoid ever being alone with a student wherever possible. If they absolutely must be alone with a child then they should ensure that they are not in an isolated area or room with no visual access.

THEATRE FOR LIFE workshop leaders will never be expected to transport or accompany students off-site.

All first aid will be administered only by suitably trained staff except in an emergency where the illness or injury is such that to delay assistance might cause harm to the child.

Photography, videos and other creative arts

Whilst photographic and video images can play a valuable role and to celebrate achievement, there is potential for such images and opportunities to be misused by adults with ulterior motives and so THEATRE FOR LIFE Workshop leaders should avoid recording any work involving children in all instances.

Whistle-blowing

All THEATRE FOR LIFE Workshop leaders have a responsibility to voice their concerns about inappropriate or worrying behaviour of a colleague in good faith and without repercussions.

I hereby acknowledge that I have read the Theatre for Life Workshop Leader Code of Conduct and will abide to the expected professional practice set out by the company at all times.

Name:

Signed:

Date: