

General Code of Conduct

Child Protection/Safeguarding

Guidance for Staff, External Practitioners and Volunteers

Policy & Procedure

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1. Context

- 1.1 Participation in courses and activities including auditions at Trinity Laban should be a rewarding experience for participants, student and staff and, to this end, it is important for adults to recognise the particular responsibilities involved in working with children and young people.
- 1.2 This Code of Practice applies to all staff, external practitioners and volunteers who work with children and young people and including those who may be required to work away from the regular premises of Trinity Laban e.g. on a project, an external event, a tour or a residential course. It is designed to ensure that staff, external practitioners and volunteers are aware of those responsibilities and are confident in dealing with participants.
- 1.3 All staff will receive a copy of Trinity Laban's Safeguarding Policy (including Child Protection), which they should read carefully in conjunction with the Guidance.

2. Duty of Care

- 2.1 All Trinity Laban Staff who work with children and young people are accountable for the way in which they exercise authority, manage risk, use resources and safeguard those in their care.
- 2.2 All Trinity Laban Staff have a duty to maintain a professional relationship with students and participants to do nothing that would compromise their educational responsibilities. They should:
 - Ensure that they behave in a friendly but professional manner at all times and maintain the highest standards of personal conduct in their dealings with students and participants.
 - Ensure that their relationships with students and participants are appropriate to their student's age, gender and feelings, and take care to treat them with respect in all of their interactions with them.

- Not favour or show interest in one student and/or participant in preference to another. Any comment on a student and/or participant's performance should be constructive and supportive. At no time should students and/or participants be sworn at or otherwise verbally abused.
- Not make derogatory remarks about others' appearance, race, religion, culture, sexuality, gender or disability.

3. Confidentiality

- 3.1 Staff may have access to confidential information about children and young people in order to undertake their responsibilities. These details must be kept confidential at all times and only shared when it is in the interests of the child or young person to do so. Such information must not be used to intimidate, humiliate, or embarrass the children or young people and concerned.

4. Staff Visibility and One-to-One Situations

- 4.1 All Trinity Laban Staff are advised to maintain their own 'visibility' when working with children and young people:
- Complying with Trinity Laban Health and Safety procedures and by wearing their Security Cards at all times according to specific site regulations;
 - Keeping all blinds and curtains open in teaching rooms if possible;
 - Not locking any doors under any circumstances from the inside;
 - Avoiding going into storerooms with a child or young person.
- 4.2 **Faculty of Music** staff are also advised that:
- Trinity Laban cannot accept responsibility for individual arrangements between teacher, students and participants for

making up missed music lessons in teachers' homes and consequently such arrangements are **not permitted** unless by exception and with the approval of the Director of Music and relevant Head of Department. The Conservatoire's public liability nor personal accident insurance does not extend to any of our students or participants in these circumstances.

- Where prior approvals have been obtained teachers must not teach a student or participant in his/her own home if there is nobody else in the house. Prior arrangements should be made for a minimum of one parent and/or guardian to be present and contact should be made with them on arrival.

5. Transportation

5.1 It is not good practice to take children or young people alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parent and/or guardian, and their line manager. Trinity Laban Staff should be able to state the purpose and anticipated length of the route. They should also note the following:

- Children and young people should sit in the back of the vehicle;
- It is advisable not to carry an individual child or young person if the member of staff is alone;
- Staff should check that their vehicle insurance includes business usage in order to carry children or young people and their instruments;
- Staff should ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgment and /or the ability to drive;
- Staff should ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned

6. Outings and Residential Trips

- 6.1 All Trinity Laban Staff should take particular care when supervising children and young people on outings and residential trips, where the setting is often less formal than the usual situation. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.
- 6.2 All Trinity Laban Staff should undertake risk assessments where activities are not covered by existing policies.
- 6.3 Staff must refer to the relevant department's code of conduct for such activity. These are available from the relevant line managers or HR department.

7. Staff Propriety and Behaviour

- 7.1 All Trinity Laban Staff working with children and young people are expected to adopt high standards of personal conduct at work (whether on site or away from Trinity Laban). They should also be aware that safe practice also involves using judgment and integrity about behaviours in places other than the work setting. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.
- 7.2 When working with children and young people Trinity Laban Staff must not drink alcohol in accordance with standards of professional conduct.
- 7.3 For their own protection, all Trinity Laban Staff should be alert to situations and behaviour(s), which may be open to misinterpretation e.g. one to one contact with audition candidates out of sight of witnesses should be strictly avoided except in case of emergency. Furthermore, the use of, or response to any kind of sexual innuendo made by a child, young person or participant is inappropriate and must be avoided at all times.

- 7.4 All Trinity Laban Staff should clearly understand the need to maintain appropriate boundaries in their contacts with children, young people and participants. Any kind of intimate or sexual relationship between children, young people and participants and the staff who work with them will be regarded as a grave breach of trust and may be regarded as a criminal offence and will always be a matter for disciplinary action under Trinity Laban's Disciplinary Procedure
- 7.5 No Trinity Laban Staff should meet with children, young people or participants outside TL organised activities, unless it is with the knowledge and consent of parents/guardians and the line manager of the member of staff concerned.
- 7.6 Trinity Laban Staff who are involved in relationships with other staff, should ensure that their personal relationships do not affect their role within the organisation and when working with children, young people and participants they must behave with the utmost propriety.
- 7.7 While the dress and appearance of all Trinity Laban Staff is a matter of individual personal choice and expression, Staff should ensure that they dress appropriately for the tasks and work they undertake.

8. Gifts, Rewards and Favouritism

- 8.1 The giving of gifts and rewards to children, young people or participants should be part of an agreed policy for supporting positive behaviour or recognising particular achievements.
- 8.2 Staff should ensure that all selection processes that, concern children, young people and participants are fair and that wherever practicable these are undertaken and agreed by more than one member of Trinity Laban Staff.

9. Communication

9.1 Communication with children, young people and participants by staff, by whatever method, should take place within clear and explicit professional boundaries. Therefore, Trinity Laban Staff should:

- Not normally give their personal contact details to children, young people and participants, including their mobile phone number or personal email address;
- Normally, only use equipment (e.g. mobile phones) provided by TL and that in the case of children and young people, parents/guardians have given explicit permission for this form of communication to be used;
- Only make contact with children and young people for professional reasons and in accordance with TL policies

9.2 Social Media – Safe Usage

All staff (including volunteers) need to ensure, both for Trinity Laban's safety and their own, that activity on social networking sites: does not bring Trinity Laban into disrepute, does not bring the teacher into disrepute, does not expose Trinity Laban to legal liability, reflects 'safer internet' practices, minimises risks associated with the personal use of social media by professionals and reflects the Trinity Laban's standard of behaviour and code(s) of conduct.

There are some basic guidelines to follow in respect of social media and the internet which all staff (including volunteers) should make themselves familiar with:

- ✓ Be professional on the internet - including Facebook, Twitter and any other social media networks.
- ✓ Don't post anything inappropriate, including comments or photos which might embarrass yourself or the school.

- ✓ Avoid interacting with, initiating contact with or “friending” current students using your personal profile.
- ✓ Keep all Trinity Laban-related conversations focused on teaching and learning.
- ✓ Remember, there is potential for anything you post online to be copied and distributed. Bear this in mind every time you post.
- ✓ Check – are you able to delete the content once you have posted it? How long will the material stay online? Consider your digital footprint.
- ✓ Always ensure you own the rights to your content. Posting someone else’s copyrighted material will appear very unprofessional if a complaint is made.

9.3 Trinity Laban’s “**Social Media Policy for Staff**” is available on the HR intranet pages (Safeguarding)

10. Physical Contact and ‘Safe Touch’

10.1 Trinity Laban Staff and volunteers should not have unnecessary physical contact with children, young people or participants. There may however be occasions when physical contact is unavoidable or necessary, such as providing support and reassurance for a distressed child/young person, or physical support or guidance in teaching dance or music, or when working with a disabled child/young person. Physical contact should only take place with the consent of the child or young person and the purpose of the contact should be clear.

10.2 All children and young people have the right:

- Not to be touched inappropriately: touch by a member of Trinity Laban Staff should always be in response to the student or participant’s particular needs, and should take place in ways that minimise the chance of the student or participant misunderstanding the teacher’s intentions or motives;

- To be touched appropriately for their age and stage of development, bearing in mind their needs e.g. a child or young person who is distressed or injured and needs to be comforted; or in an instrumental lesson, a child or young person who would find it helpful for the teacher to demonstrate by physical contact how a specific movement of an arm or a finger should feel;
- To inform Trinity Laban Staff to be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact;
- Not to be physically punished under any circumstances.

10.3 Trinity Laban's "***Policy on Physical Contact between staff and students***" is available on the HR pages of the intranet (Safeguarding).

11. Inappropriate usage of the Internet

- 11.1 There are **no** circumstances that will justify Trinity Laban Staff possessing indecent images of children, young people or adults. Any member of Trinity Laban Staff that is found to access and store such images and possesses links to such web-sites will be viewed as a significant and potential threat to children and young people and will immediately referred to the proper authorities.
- 11.2 Accessing, making, storing and sharing indecent images of children and young people on the internet **is illegal**. This will lead to a criminal investigation and the individual being barred from working with children and young people.
- 11.3 It is strictly forbidden for any Trinity Laban Staff to use TL equipment to access any kind of pornography, neither should personal equipment containing any such images or internet links to them be brought into the workplaces this will raise serious concerns about the suitability of the member of staff to continue to

work with children and young people and disciplinary procedures will be invoked.

12. Behaviour Management

- 12.1 All children, young people and participants have the right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour. Trinity Laban Staff are not allowed to use any form of degrading treatment to punish a child, young person or participant and the use of sarcasm, demeaning or insensitive comments is also not acceptable in any situation.
- 12.2 Where a child, young person or participant has specific needs in respect of particularly challenging behaviour, a management plan may be drawn up to be agreed with all relevant parties.
- 12.3 The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a child, young person or participant's behaviour if it is necessary to prevent personal injury to others, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.
- 12.4 In all cases where any form of physical intervention is employed the incident and subsequent actions should be documented and reported to the Lead Designated Officer (strategic). This should include written and signed accounts of all involved including children, young people or adults, as appropriate. The parent/guardians should also be informed as soon as possible and subject to the consent of the student if aged 18 or over.

13. Personal Care

- 13.1 All children, young people and participants are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal

care. Where supervision is needed to satisfy health and safety considerations, this should be conducted appropriate to the needs and age of the people concerned and sensitive to the potential for embarrassment.

- 13.2 All Trinity Laban Staff need to be vigilant about their own behaviour and be mindful of the needs of the people with whom they work.

14. Youth Leadership and Volunteering

- 14.1 It must be recognised that while becoming a volunteer or taking on a leadership role can be a most positive experience for a child, young person or adult, they will need adequate supervision and monitoring and should not be given responsibilities beyond their age and capabilities. Therefore, relevant Trinity Laban Staff will ensure a proper induction process to ensure that they are clear as to how policies and procedures may apply to the volunteer.

15. Sharing Concerns and Recording Incidents

- 15.1 Trinity Laban Staff who are approached by a child, young person or participant with a complaint about their treatment by another member of staff, (or indeed any other individual who may or may not be connected to Trinity Laban) or who have concerns about inappropriate behaviour by staff, students or participants should report this immediately to a Designated Safeguarding Officer (Operational).

Where allegations involve suspected abuse, it is particularly important NOT to become involved in discussion or investigation but to make sure the details are clearly recorded and passed on to the responsible person. This procedure should be explained to the person making the complaint.

- 15.2 Outside the specified reporting procedures, strict confidence should apply to any suspicions or allegations raised by staff or student or participants
- 15.3 Any member of Trinity Laban Staff who is unsure of the correct procedure for dealing with a safeguarding situation that arises in the workplace can seek advice and assistance from our any of our Designated Safeguarding Officers (operational) as outlined in the policy document.

16. Health and Safety

All Trinity Laban Staff should remind themselves of Trinity Laban's "***Health and Safety Policy***" (available at [insert hyperlink] and procedures and ensure not only their own compliance but also that of the children, young people and participants under their supervision.