



Yorkshire Academy of Creative Arts & Dance

Code of conduct for staff & volunteers

Yorkshire Academy of Creative Arts & Dance seek to provide a safe, active, creative space where the welfare and health and safety of participants is paramount. You should seek to act professionally at all times but we recognise that tensions and misunderstanding can occur in the context of interaction between staff and participants. This guidance aims to help you safeguard participants and reduce the risk of conduct which could be mistakenly interpreted as improper and lead to allegations being made against individuals.

Principles

- The welfare of young people and vulnerable adults is paramount
- You are responsible for your own actions and behaviour you should avoid any conduct which could lead any reasonable person to question your motivation and intentions
- You should understand your responsibilities to safeguard and promote the welfare of participants
- You should work and be seen to work in a transparent way
- You should report any incidents which may give rise to concern to your senior manager
- All staff and volunteers should be aware of and follow YACAD's safeguarding policy
- You should apply the same professional standards regardless of

culture, disability, gender, language, racial, origin, religious beliefs, sexual orientation or gender status

- Serious breach of this code may result in a referral being made to an external or statutory agency such as the local authority social care team or the police

Working with participants

You have a duty of care to keep participants safe and are accountable for the way in which they use your authority and position of trust. This duty can be best exercised through the development of caring but professional relationships. You should ensure that your relationships with participants are appropriate to the age and gender of the participant, taking care your conduct does not rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls and venerable participants.

Comments by you to young and vulnerable participants, either individually or collectively, can be misconstrued. As a general principle, you must not make unnecessary comments to and/or about participants, which could be construed to have a sexual connotation.



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It is recognised that a topic raised by a student is best addressed rather than ignored. It is appropriate for you to advise the participant where they can access further advice and

- Staff who breach this code of conduct may be subject to YACADS disciplinary procedures

You should:

- Treat all participants with respect and dignity
- Always put the welfare of participants first
- Understand that the systematic use of insensitive, disparaging or sarcastic comments such as those that refer to a participant's body, intelligence, gender, sexual orientation or ethnicity in any way are unacceptable
- Not swear or use offensive or discriminatory language
- Never make sexual remarks to a student or discuss your own personal sexual relationships
- Avoid any communication which could be interpreted as sexually provocative
- Work in an open environment avoiding private or unobserved situations and encourage open communication
- Give enthusiastic and constructive feedback rather than negative criticism
- Always challenge inappropriate language from participants
- Never allow allegations made by a participant to go unrecorded or not acted upon

- Not do things of a personal nature for participants that they can do for themselves.

One to one situation

You should be aware of the potential risks which may arise when working alone with participants. It is recognised that there will be occasions when confidential interviews or meetings must take place:

- If possible, leave the door open or use a room with a window in a door
- You should inform another adult that the meeting is taking place
- Never meet a participant outside of the working environment unless you have been given permission from your manager.
- Avoid travelling in a car with a participant and inform the manager if the situation is unavoidable

Confidentiality

You should never share information about participants in a casual manner or allow participants to access personal data.

You should:

- Never give out your own personal details or a participant's personal details to participants.
- Log off or lock your electronics including mobile phones and laptops whenever leaving them unattended



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Your behaviour

You should adopt high standards of personal conduct at all times:

- Your clothing should reflect a professional appearance, the YACAD teaching attire is company t-shirt and black trousers/shorts which are suitable for the session accompanied by your YACAD staff/volunteer ID badge.
- Never act in a way that can be perceived as threatening
- Accessing or brining images of pornography i.e sexualised images without artistic merit is never acceptable, regardless of format
- When communicating with participants electronically, you should only use the YACAD mobile and e-mailing system
- You should never publish or share images of participants on social media platforms such Twitter, Facebook, YouTube, etc. unless authorised by your manager.

Photographing participants

- Ensure you have got a signed photography consent form
- Never store photographs of participants for longer than necessary
- Only take a picture of a participant to showcase their activity i.e. do not take casual snaps or selfies

Your contact with participants

You should never make contact with a participant under the age of 18 outside of any provisions delivered by us for the purpose of friendship. It is recognised that there may be occasions when accidental or reasonable social contact may be unavoidable, e.g. meeting students at social venues open to the general public or in shops or at private parties. In such circumstances, you should be mindful at all times of your professional relationship with students.

Providing lifts to students as part of a private arrangement is never acceptable without prior permission from your manager. Giving lifts should never be a regular occurrence with any participants other than family members, or their close friends, whilst they are present. Any lift that you provide to a participant must be declared to your manager. You should never lend money to participants. Participants who are in need of money for food or travel must speak with the manager where emergency loans can be made.

- Do not accept gifts that could be construed as bribes



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• Never give out personal contact details, mobile phone numbers, personal e-mail
Twitter or Facebook addresses

serious and must be re-ported
Immediately

- Report any suspected infatuation to the manager
- Report any situations which you may feel compromises your professional standing
- Adhere to YACAD's communication policy

Mobile Phones

You should only use YACAD devices when contacting participants; however, we do understand this can be difficult in certain circumstances, if for some reason you need to contact a participant using your own personal device you must set your mobile number to private

Reporting child protection disclosures and concerns

You should follow the process outlined in YACAD's safeguarding policy if a participant tells you about possible abuse

Sexual contact

It is a criminal offence for a person in a position of trust to engage in any sexual activity with a person age under 18 with whom they have a relationship of trust, irrespective of the age of consent, even if the basis for your relationship is consensual. Any such behaviour will always be treated as extremely

Physical contact

It is not acceptable to have physical contact with participants outside of your job description.

- Never endanger your own safety
- In the event of a physical contact incident i.e. physical assault dial 999 and ask for the police
- Try to defuse a situation before it escalates
- Before applying physical contact i.e. manoeuvring of a limb, or correcting a stylised dance position make sure the participant has a signed registration form which allows appropriate physical contact to be used
- When working with a new young person always ask if they are ok with physical contact
- You should be aware of the potential risks which may arise when using physical contact. We recognise that there will be occasions when a participant seeks support in the form of physical contact i.e. hugs although we don't promote physical contact, when it is given, it should always be initiated from the participant.



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Incidents that must be reported following our First Aid Policy

- If a participant is accidentally hurt, injured or health becomes a concern.

Incidents that must be reported to a Designated Safeguarding Officer

- If you are concerned that a relationship is developing that could represent an abuse of trust.
- If you are concerned that a participant is becoming attracted to you or a colleague
- If a participant misunderstands or misinterprets something you have done
- If you have had to use reasonable physical restraint to prevent a participant harming themselves, or another, or from causing significant damage to property
- If a participant makes an allegation of abuse
- If you see any suspicious marks on a participant
- If you notice sudden changes in behaviour

Reports to Ofsted

The setting has a statutory duty to notify Ofsted of any significant events that may affect the welfare or safety of children, as required under the Early Years Foundation Stage (EYFS) Statutory Framework or relevant educational regulations.

The Manager/Provider (or delegated person) will report to Ofsted any:

Allegations of serious harm or abuse by any person working or living on the premises.
Serious incidents involving children, such as injury, illness, or safeguarding concerns.
Closure of the setting due to safeguarding, health, or safety issues. Reports must be made to Ofsted as soon as reasonably practicable, and always within the required timescales (usually within 14 days of the incident).

All staff must cooperate fully with any Ofsted investigation or inspection.



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Breaches of the Code

Failure to adhere to this Code of Conduct may result in disciplinary action, up to and including dismissal, depending on the nature and severity of the breach. Certain matters may also be referred to external authorities, including Ofsted, the Local Authority Designated Officer (LADO), or the police.

Monitoring and Review

This policy will be reviewed annually or sooner if there are changes to legislation, Ofsted requirements, or organisational practice.

