



## Thurso Players

### Code of Conduct for Working with Children and Young People - Adult

#### Purpose

The following are a guide to helping create a safe and protective culture for young people, and our volunteer members. The purpose of the Code of Conduct is to promote good practice and a safeguarding culture when working with young people.

The Code of Conduct for Working with Children and Young People is a supplement to the Adult General Code of Conduct, both should be used alongside the Thurso Players Child Protection Policy.

#### Practice to be encouraged:

- Treat all children and young people with respect and dignity
- Involve young people in the decisions that affect them
- Always work in an open environment, avoiding private or unobserved situations
- Maintain a safe and appropriate distance with young people (eg not sharing dressing rooms)
- When organising rehearsals, productions, events and activities outside of the regular Friday Night Junior workshops, the following information/documentation should be requested by the producer/activity organiser, in relation to each Junior Member attending the activity:
  - A Consent Form for the specific activity;
  - Contact details for the parent/carer including emergency contact numbers;
  - Information relating to any special issues, needs or requirements (e.g. medical, health, diet)
- Use the reporting form to keep a clear note of any incidents or concerns
- If physical contact is necessary (e.g. in an emergency), tell the young person clearly what you are doing and why, seek their permission and give choices where possible. If possible have another adult member present.
- Every activity, workshop, rehearsal, production or session should be risk assessed to maintain the safety of young people
- When working with a mixed gender group there should be mixed gender adult members to manage all activities.
- The conditions of our Highlands Council 'Body of Persons Approval' for unpaid children in productions must be adhered to both in rehearsals and in the performances.

### **Practice to be avoided:**

- Adult members should not give lifts in their car to individual children or young people or travel alone with young people. Where not doing this would compromise Thurso Players Health and Safety Policy (e.g. leaving a young person alone at a the venue) you should attempt to phone the parent/carer of the young person to confirm what you will be doing. You should also ask the young person to sit in the back seat.
- Members should not take young people to their home or that of another member (except if that member is the parent/carer of the young person).
- Members should avoid situations where they are alone with young people. Where a private meeting with a lone child/young person 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 young person is participating in a review of their membership as a result of disruptive or unacceptable behaviour, it is advisable that this review is witnessed by a second adult member.
- Members should not use their own 'personal' electronic communications (e.g. mobile phones, social networking sites, personal emails) for contacting young people, unless agreed by the management committee. Thurso Player emails should be used as a preference.

### **Unacceptable practice:**

- Invading the privacy of children and young people when they are toileting or showering, changing or dressing.
- Inappropriate physical or sexually provocative games
- Making sexually suggestive comments about or to a young person even in fun
- Inappropriate and intrusive touching of any form
- Scape-goating or ridiculing a young person
- Using inappropriate, foul, profane, sexualised or discriminatory language.
- Allowing inappropriate, foul, profane, sexualised or discriminatory language from Juniors or other Adults to remain unchallenged. Young people are often testing the boundaries of swearing, they should be reminded that swearing is not permitted.
- Any form of physical punishment, even in jest
- Illegal use of drugs
- Use of alcohol during any event in which young people are participating, unless they are in the direct charge of their own parents/carers.
- Bullying of any form, including name calling or constant criticism
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic

- Racism or sectarianism of any form
- Favouritism and exclusion - all young people should be equally supported and encouraged
- Abusive language or gestures

**If any of the following occur you must report it to Wendy Newton, the person responsible for Child Protection, in their absence a report must be made to Andrew Crawford:**

- A young person is hurt, the accident book must also be completed, the Mill Manager must also be informed.
- A young person seems distressed in any manner.
- A young person appears to be sexually aroused by your actions.
- A young person misunderstands or misinterprets something you have done.
- An allegation is made about you or a fellow member.

Declaration	
I have read the Thurso Players Code of Conduct for Working With Young People and I agree to be comply with it.	
Name	
Signature	Date