



Code of Conduct for Staff

1. No member of staff shall engage in sexual contact or in any relationship with a child other than a properly conducted staff-to-young person relationship. This condition applies regardless of the age of the child and also when the child is over the age of consent. (It should be noted that a sexual relationship between an adult teacher and any student is in breach of professional teaching guidelines. In certain circumstances it may also constitute a criminal offence).
2. No member of staff shall engage in conduct towards a child that is intended to be oppressive, threatening, and manipulative or in any way improper or with a view to causing the child physical or emotional harm or sexual harm.
3. It is unrealistic and inappropriate for National Youth Ballet to prohibit physical contact between its staff and children. Touch is an essential part of the creative interpretation of roles as well as a means of directing movement, encouraging performance and providing comfort and reassurance. Touch is also an essential part of the costuming process prior, during and after a performance. Physical contact is also an essential component of the appropriate provision of First Aid or Sports Therapy, for the means of assessment or treatment of injuries or illness. Where physical contact is necessary the responsible adult should be able to explain the reason. However, staff must bear in mind that even innocent actions can be misconstrued. It is important for staff to be sensitive to a child's reaction to physical contact and to act appropriately. No child should ever be touched on a part of his/her body in a way that is indecent. Touch must always be related to the needs of the child rather than to those of the member of staff.
4. It is the primary duty of every member of staff to ensure the safety and well-being of every child in their care. Each member of staff must ensure that all reasonable steps are taken to minimise risk of harm or injury to any child and must abide by the policies, procedures and guidelines set out in this document.
5. Where there is any reason for believing that a child has been abused, is being abused or is at risk of being abused, in any way arising as a result of that child's association with National Youth Ballet, it shall be the duty of any member of staff to whom that information is made known to take action at once, according to the procedures laid down in the Reporting A Concern Form, which is available in Appendix A of the Safeguarding Policy or from the Head of Pastoral Care, General Manager or Creative Director.
6. Any instance of inappropriate behaviour towards a child, by any National Youth Ballet Member of Staff shall be the subject of an enquiry, which may involve external statutory authorities. The report of any enquiry will be presented to the General Manager of National Youth Ballet and Safeguarding Trustee who will decide what further action is necessary and whether there are sufficient grounds to institute disciplinary proceedings. This will take place whether the Police choose to prosecute or not.
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7. A member of staff who finds him/herself alone with a child must exercise particular care. There should be no apprehensiveness in the mind of either person if such a situation arises, but physical contact should be avoided whenever possible and the presence of an additional person sought as soon as reasonably practicable.

8. Children must at all times be treated with respect in attitude, language and behaviour. Sexual innuendo whether by word or gesture is prohibited.
9. No person under the age of 18 years shall have the responsibility for supervising any other child.
10. Child performers must not be allowed to leave the premises, until a pre-arranged designated time.
11. Contact between children and the staff of National Youth Ballet should take place only in the course of the business of National Youth Ballet. Members of staff are discouraged from giving private tuition to a child whom the member of staff has come to know through National Youth Ballet. Should this happen, National Youth Ballet must be aware of this and the member of staff needs to understand that this takes place outside of the National Youth Ballet Safeguarding Policy.
12. In working with children staff should be aware of the Good Practice guidelines below. Good practice creates a positive child protection climate and assists in protecting staff from false allegations of abuse.

Good Practice

- Always working in and encouraging an open environment (e.g. no secrets).
- Treating all young people equally, with respect and dignity.
- Always putting the welfare of each young person first.
- Maintaining a safe and appropriate distance except where it is an essential part of the process.
- Building a balanced relationship based on mutual trust which empowers children.
- Ensuring that any form of manual assistance or physical support is provided openly. Children and parents, guardians or carers should be consulted and their agreement gained.
- Involve parents, guardians, carers and chaperones wherever possible.
- If groups have to be supervised do so in pairs where practicable.
- Being an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Record any injuries sustained, accurately and in line with National Youth Ballet accident policy.

Practice to be Avoided

- Avoid spending time alone with children away from others.
- Avoid association (outside the work environment) with children you have met at work.

Practice Never to be Allowed

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a changing room alone with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Allow adults to use inappropriate language in the presence of children unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children that they can do by themselves.
- Invite or allow children to stay with you at your home unsupervised.