

Code of Conduct for Staff and Volunteers

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2023/24 Code of Conduct

The purpose and scope of Code of Conduct

This behaviour code outlines the conduct that National Youth Ballet expects from all our staff and volunteers. This includes trustees, contractors, core and creative team, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The Code of Conduct is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

National Youth Ballet is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at National Youth Ballet you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately.

We expect all people who are part of delivering National Youth Ballet activity to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

1. upholding the value of NYB at all times
2. prioritising the welfare of children and young people
3. providing a safe environment for children and young people including ensuring equipment is used safely and for its intended purpose
4. having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
5. following our principles, policies and procedures including those dealing with safeguarding, child protection, whistleblowing and online safety
6. staying within the law at all times
7. exhibiting professionalism and modelling good behaviour for children and young people
8. challenging all inappropriate behaviour and reporting any breaches of the Code of Conduct to the Safeguarding and Support Team Manager and/or Creative Director

9. reporting all concerns about abusive behaviour, following our safeguarding procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

Respecting children, young people and other NYB colleagues

You should:

10. listen to and respect children and young people at all times
11. value and take children's contributions seriously, actively involving them in planning activities wherever possible
12. respect a young person's right to personal privacy as far as possible
13. ensure that , if you need to break confidentiality in order to follow safeguarding procedures, you explain this to the child or young person at the earliest opportunity
14. never give a person under the age of 18 years the responsibility for supervising any other child.
15. maintain a professional relationship with all NYB staff. Where issues arise between colleagues, these should be discussed openly, in the spirit of reaching a professional resolution and the final outcome should be briefly documented in writing.

If the situation cannot be resolved amicably through the informal method above, members of the NYB leadership team are available to provide support if needed. Where issues cannot be resolved in this way, NYB can instigate the formal process of our Internal Grievance Procedure and/or Whistleblowing Policy where appropriate. The General Manager should be the first point of contact.

Diversity and inclusion

You should:

16. treat children and young people fairly and without prejudice or discrimination
17. understand that children and young people are individuals with individual needs
18. respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
19. respect the wishes of each individual to be referred to by their gender pronouns of choice. We ask participants on all induction materials, so the team will have this information. If in doubt please ask the individual what gender pronoun they would like you to use
20. challenge discrimination and prejudice
21. encourage young people and adults to speak out about attitudes or behaviour that make them uncomfortable.

Appropriate relationships

You should:

22. promote relationships that are based on openness, honesty, trust and respect
23. never show favouritism
24. be patient with others

25. exercise caution when you are discussing sensitive issues with children or young people
26. ensure your physical contact with children and young people is appropriate and relevant to the nature of the activity you are involved in. When making a physical correction in the dance studio, always ask a participant for consent from a young dancer before you touch them. See Physical Contact in Dance Policy
27. ensure that whenever possible, there is more than one adult present during activities with children and young people
 - if a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults
 - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
28. only provide personal care (eg support with toileting, washing, dressing) if this is an agreed part of your role and you have been trained to do so. In an emergency, other team members may provide personal care however they must ensure that there is more than one adult present

Inappropriate behaviour

When working with children and young people, you must not:

29. allow concerns or allegations to go unreported
30. take unnecessary risks
31. smoke, vape, consume alcohol or use illegal substances
32. make promises to children and young people
33. engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person. This 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)
34. let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account. Contact between children / young people and the staff of National Youth Ballet should take place only in the course of the business of National Youth Ballet
35. give private tuition to a participant whom the member of staff has come to know through National Youth Ballet. Should a situation arise where this is requested by the participant and/or their parent/carer, National Youth Ballet's Creative Director must be made aware of this immediately. It is vital that any NYB member of staff understands that such activity would not form part of the NYB contract with either that staff member or the NYB participant and therefore falls outside of the NYB Safeguarding Policy. We strongly encourage any NYB staff to discuss this openly with us, as NYB has a duty of care to safeguard both our staff as well as our participants
36. act in a way that can be perceived as threatening, intrusive, oppressive, or manipulative or in any way improper or with a view to causing the child physical or emotional or sexual harm.
37. patronise or belittle children and young people
38. make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
39. dismiss inappropriate behaviour, in particular sexual violence or harrassment as 'banter' or 'just having a laugh'. NYB is a Banter-Free-Zone. Banter can have harmful unintended consequences and so it is not tolerated at NYB.

Upholding this code of behaviour

You should always follow this Code of Conduct and never rely on your reputation or that of National Youth Ballet to protect you. Good practice creates a positive safeguarding and child protection climate and assists in protecting staff from false allegations of abuse.

In accordance with our Safeguarding Policy, where there is any reason for believing that a child or young person associated with NYB has been abused, is being abused or is at risk of being abused, 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 in the Reporting A Concern Form, which is available in Appendix A of the Safeguarding Policy.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave National Youth Ballet. We might also make a report to statutory agencies such as the police and/or the local authority child protection services. The report of any enquiry will be presented to the Chief Executive 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.

If you become aware of any breaches of this code, you must report them to NYB Chief Executive. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

NYB Values	
Safe	We champion healthy and sustainable practice.
Nurturing	We contribute to a mutually positive and nurturing experience.
Respectful	We are respectful of each other, and show this in our interactions with everyone; both online and in person.
Inclusive	We value diversity and proactively seek to create an inclusive environment for all stakeholders.
Communal	We are a community and we grow from our shared experience.
Creative	At our core we are creative and collaborate in our creative process.
Challenging	We challenge perceptions about what ballet is and conventions about who ballet is for.
Sustainable	We acknowledge that there is a climate emergency. We are action-oriented and committed to using our influence, resources, and skills to be a positive force for change.
Exceptional	We work hard to create high quality educational and dance experiences.

This Code of Conduct has been prepared using NSPCC Best Practice Guidelines

<https://learning.nspcc.org.uk/media/1586/behaviour-code-adults.pdf>