

# **Code of Conduct**

## **for NYB team and volunteers**

Author/ Checked	Barbara Palczynski / CFL
Date	May 2026
Approved by	BP
Issue Date	11 May 2026
Next Review Date	May 2029

## **The Purpose and Scope of the Code of Conduct**

This behaviour code outlines the conduct that National Youth Ballet expects from all our freelance team and volunteers. When we refer to the 'team' 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. When we refer to 'participants' this means all children and young people, including some adult participants with complex needs and disabilities

We have a duty of care to all the people with whom we work. The Code of Conduct is to help us protect participants from harm. It has been informed by the views of children and young people and by our safeguarding training.

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 Team Members 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 participants we work with. You are likely to be seen as a role model by our participants 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.

## **Responsibilities of Team Members and Volunteers**

You are responsible for:

1. upholding the values of NYB at all times
2. prioritising the welfare of participants
3. providing a safe environment for participants including ensuring equipment is used safely and for its intended purpose
4. having good awareness of issues to do with safeguarding including child protection and safeguarding of adults and taking action when appropriate
5. following our principles, policies and procedures including those dealing with safeguarding, child protection, safeguarding of adults, whistleblowing, health and safety, and online safety
6. staying within the law at all times
7. exhibiting professionalism and modelling good behaviour for participants
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 Participants and Other NYB Colleagues**

You should:

10. listen to and respect participants at all times
11. value and take participant's contributions seriously, actively involving them in planning

activities wherever possible

12. respect a participant'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 participant 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 team members. 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 participants fairly and without prejudice or discrimination
17. understand that participants 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 participants 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 participants
26. ensure your physical contact with participants 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 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 participants
  - a. if a situation arises where you are alone with a child, ensure that you are within sight or can be heard by other adults
  - b. 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 (e.g. 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 participants, 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 participants
33. engage in behaviour that is in any way abusive including having any form of sexual contact with a participant. 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 participants have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account. Contact between participants 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 you have 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 team member understands that such activity would not form part of the NYB contract with either that team member or the NYB participant and therefore falls outside of the NYB Safeguarding Policy. We strongly encourage any NYB team members to discuss this openly with us, as NYB has a duty of care to safeguard both our team 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 a participant physical or emotional or sexual harm.

37. patronise or belittle participants
38. make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of participants
39. dismiss inappropriate behaviour, in particular sexual violence or harrasment 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 the team from false allegations of abuse.

In accordance with our Safeguarding Policies, where there is any reason for believing that a child or adult associated with NYB has been abused, is being abused or is at risk of being abused, it shall be the duty of any team member 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 Policies.

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 procedures.

Other policies as referenced above:

- Safeguarding Policy
- Safeguarding Adults Policy
- Whistleblowing Policy
- Physical Contact in Dance Policy
- Health and Safety Policy

NYB Values	
<b>D</b> IVERSE	We make ballet accessible to young people from all backgrounds and levels of experience.
<b>A</b> MBITIOUS	We create bold new works with young people's voice at the heart of our performance and production.
<b>N</b> URTURING	We prioritise the wellbeing and creativity of every dancer, building kind communities where they can be their authentic selves.
<b>C</b> HALLENGING	We push the boundaries of how ballet is created, taught, and experienced, inspiring a more accessible art form.
<b>E</b> THICAL	We seize every opportunity to champion fairness, equity and the environment to make a positive impact.

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

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