

BEHAVIOUR CODE FOR STAFF, VISITING PRACTITIONERS, AND VOLUNTEERS WORKING WITH UNDER 18s

Why we have a behaviour code

This behaviour code outlines the conduct that Leeds Conservatoire expects from all our staff and volunteers working with under 18s either on or off campus. This includes trustees, agency staff, interns, casual workers, students on work placement, and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people. Leeds Conservatoire 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. Please note, this is not an exclusive list

The role of staff and volunteers

In your role working with under 18s 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 people who take part in our services to display appropriate behaviour at all times and Leeds Conservatoire will provide training and briefing to support this.

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
 - Ensuring that equipment is used safely and for its intended purposes
 - Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures
 - Including safeguarding, whistleblowing and online safety
- Staying within the law at all times
- Modelling good behaviour of children and young people to follow
- Challenging inappropriate behaviour and reporting any concerns to your line manager or relevant member of staff
- Report all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age

Respecting children and young people

You should:

- Listen to and respect children at all times
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible
- Respect a young person's right to personal privacy as far as possible
- If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity

Diversity and inclusion

You should:

- Treat children and young people fairly and without prejudice or discrimination
- Understand that children and young people are individuals with individual needs
- Respect difference in gender, sexual orientation, culture, race, ethnicity, disability, socio economic status, and religious belief systems, and appreciate that all participants bring something valuable and different to LJC
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

Appropriate relationships

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid showing favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children or young people
- Avoid sharing personal information
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Avoid discussing personal lifestyle details unless directly relevant to the subject (e.g. preparing for a gig)
- Do not provide personal care. This includes Personal care can be defined as any care which involves washing, touching, carrying out an agreed procedure to personal areas in order to care for another person.
- Do not administer medication without a health plan and permission from parents.
- Unwarranted or unwanted touching of a pupil personally or with objects (e.g. pencil, or book, etc).

Inappropriate behaviour

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

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke (including electronic cigarettes), consume alcohol or use illegal substances
- Use inappropriate names or term of endearment
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive - including having any form of sexual contact with a child or young person
- 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
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- Photograph or film students without authorisation from the Head of Department (see the Photography and Filming Procedure)

What happens if you don't follow the behaviour code

If a Leeds Conservatoire employee is found to have breached the code of conduct a verbal warning will be given from their line manager and if necessary will be referred to the Staff Disciplinary Policy and Procedures on the [Space Policies and Procedures Page](#)

If a volunteer or visiting practitioner is found to have breached the code of conduct they will be given a verbal warning from a Head of Department. A breach of the code of conduct may lead to their work with Leeds Conservatoire being withdrawn.