

# The Spark Arts for Children

## CODE OF BEHAVIOUR – WORKSHOP LEADERS

*To be made available to all staff and Workshop Leaders working with The Spark. The term 'staff' is here used to include everyone working with The Spark, whether as a freelance, temporary company member, core staff, or volunteer.*

These guidelines are intended to reduce situations where abuse of children may occur, and help protect staff by promoting good working practice.

The Spark is committed to practice that protects children from harm. All staff in this organisation accept and recognise our responsibility to develop awareness of the issues which can cause children harm.

### General Guidelines:

1. Treat all young people with respect. Listen to them carefully.
2. Be aware of and avoid using inappropriate physical contact. There may be times when physical contact is unavoidable or positively desirable or necessary, such as providing comfort and reassurance to a distressed child, or physical support, for example when working with a disabled child. Physical contact should only take place with the consent of the child and the purpose of the contact should be made clear.
3. If a child initiates physical contact (i.e. approaches you for a hug), deflect them if possible (e.g. offer them a handshake instead).
4. Be aware of and avoid using inappropriate language.
5. Act on and record any allegations made by a young person or member of staff. Report any allegations or suspicions of abuse to the Spark Safeguarding Lead or the Workshop Leader.
6. Adhere to the Spark's Safeguarding Policy and Procedures, including our Online Safeguarding and Photography and Filming Policy.

### You must not

1. Engage in any inappropriate touching, physical or verbal contact with a child or young person.
2. Engage in any online, digital or computerised contact with a child or young person including social media, phone, text or email. If this kind of contact is unavoidable, always add another member of The Spark's staff to the conversation.
3. Be left alone/unsupervised with any child or young person at any time.
4. Show favouritism to any participant.
5. Take alcohol and recreational drugs onto the premises under any circumstances and staff should not consume alcohol before arriving at the activity session. Where it is necessary to take prescribed drugs onto the premises, they should be kept hidden and out of reach of young people.
6. Smoke on the workshop premises, or in sight of the venue.
7. Exchange personal phone number, email addresses or social contact with any child or young person.
8. Arrange to meet up with a child or young person outside of the building, workshop setting or outside of activity contracted by the Spark.
9. Store or share the data of any child or young person (including photographs or video).

## **Workshop Leaders**

1. Workshop Leaders must place the well-being and safety of the young person above other considerations at all times.
2. Children should never be left unattended or be excluded from the group.
3. Regardless of in-person or online delivery, you must arrive with your session fully planned and with all resources required.
4. Please wear a Spark T-Shirt at all sessions including online, or wear a badge / identify yourself as Spark Staff on screen.
5. If working in-person, please ensure the workshop space is clear of obstruction, safe and suitable for the activity you intend to deliver
6. If working in-person, please ensure that the workshop space is left clean, tidy and sign out as required when leaving the premises
7. Challenge young people who are using inappropriate language
8. Always be publicly open when working with children. A one to one situation creates a more heightened environment – facilitators should be aware of this and act professionally and accordingly. As far as possible, any one to one situations should take place in an environment that can be observed.
9. If groups have to be supervised in changing rooms, always ensure leaders where possible work in pairs, and do not to enter changing rooms of the opposite sex.
10. If a child or young person is injured whilst involved in a Spark project, the injury is to be recorded and countersigned by the parent or carer of the child.
11. If a child or young person arrives at a Spark project session with an injury, the injury should be recorded and countersigned by the parent or carer. This might be useful if an allegation is made at a later date and also records that the injury was not sustained during a Spark activity.
12. Spark staff or Workshop Leaders will only gather necessary and personal information about the young person in relation to the creation of any project work.
13. Make sure you have read the Spark Safeguarding Policy and Procedures and understand what to do if there is a concern about a child or a member of staff (see Flowcharts below)

## **In School Guidelines:**

1. Do not accept the help of pupils with any movement of sets or preparation.
2. Make sure to sign in at reception, make staff aware of your arrival and why you are there.
3. You should stay in the workshop, performance or activity area and avoid wandering around the school unnecessarily.
4. Find out where the staff toilets are – never use the pupils' toilets.
5. Do not initiate physical contact with pupils – it should not be necessary. If the nature of the workshop / activity requires any physical contact with pupils, this should be discussed with their teachers in advance.
6. The Spark staff are not in the school in a disciplinary capacity of any kind (any action taken in this regard is to come from the teachers).
7. Avoid getting involved in issues that arise amongst the pupils. If a child informs you of a problem, tell a member of the teaching staff. Do not interfere while the teacher deals with the situation.
8. Occasionally The Spark staff might be approached by pupils with personal problems. Without being dismissive, explain that you will have to report this to a teacher. Do not promise to keep the issue secret. You must report this to the lead staff member present and the school headteacher.
9. If something a pupil tells you leads you to suspect they are being abused, you are obliged to report it to the lead Spark staff member and the headteacher.

## **Online Project Delivery [Schools]**

### **SEE ALSO: Making your online activity accessible to all**

1. All contact and/or communication with young people throughout projects will be carried out through their teacher or responsible adult (Parent/carer/guardian). Their teacher or responsible adult will be your direct point of contact throughout the engagement with the class or individual class.
2. You should deliver the session from a quiet space where you will not be interrupted or overheard by others.

3. You should ensure a neutral background which does not reference your 'personal space', e.g. a bed in view, bottles of alcohol or cigarettes in view etc.
4. There must always be a school staff member present at all times through the session. Spark staff, artists and school staff/responsible adult should be the only adults present in these sessions.
5. You will always take lead from the school's policies that are in place and not breach these.
6. Participating schools are responsible for ensuring children have parental consent to take part in online sessions.
7. Sessions should only be recorded with permission from all participants and with valid artistic or contractual reasons to do so. The school and participants should be clearly informed what the recordings will be used for and how long they will be kept
8. You should deliver the session from a Spark company account and not a personal account
9. You should make sure you have a stable, reliable internet connection and if not, make The Spark aware of this.

#### **Online Project Delivery [Parents and Children]**

1. All contact and/or communication with parents and young people will be set up by the Spark staff using Spark emails.
2. There must always be a Spark staff member present at all times through the session.
3. You should deliver the session from a quiet space where you will not be interrupted or overheard by others.
4. You should ensure a neutral background which does not reference your 'personal space', e.g. a bed in view, bottles of alcohol or cigarettes in view etc.
5. Sessions should only be recorded with permission from all participants and with valid artistic or contractual reasons to do so. Participants should be clearly informed what the recordings will be used for and how long they will be kept.
6. You should deliver the session from a Spark company account and not a personal account
7. You should make sure you have a stable, reliable internet connection and if not, make The Spark aware of this.

If you have any concern or wish to report an allegation, please contact the Spark's Project Manager in the first instance, who will then contact the Spark DSL.

Designated Safeguarding Lead (DSL): Harriet Roy (General Manager)

Contact: 0116 261 6893 [harriet@thesparkarts.co.uk](mailto:harriet@thesparkarts.co.uk)

Deputy DSL - Adel Al-Salloum (Director)

Contact: 0116 261 6893 [adel@thesparkarts.co.uk](mailto:adel@thesparkarts.co.uk)

Trustee Lead for safeguarding and child protection: Jasbir Mann

Contact: [jasbir.mann@falconsprimary.org](mailto:jasbir.mann@falconsprimary.org)

**ACTION:  
WHERE THERE IS A CONCERN ABOUT A CHILD**

**REPORT TO THE  
DESIGNATED SAFEGUARDING  
LEAD [DSL] IMMEDIATELY AND  
COMPLETE THE INCIDENT REPORT FORM  
WITHIN DESIGNATED TIMEFRAME**

**ALL FACTORS AND INFORMATION  
CONSIDERED BY DSL**

**CONCERNS  
ALLAYED**

**NO ACTION  
THE CONCERN  
DOES NOT  
CONSTITUTE A  
SAFEGUARDING  
CONCERN  
  
RECORD DECISION  
MADE AND  
REASONS FOR IT**

**CONCERNS  
ONGOING**

**UNCERTAIN?  
  
CONSULT WITH  
CHILDREN'S SOCIAL  
CARE OR THE NSPCC  
HELPLINE ON  
0808 800 5000  
  
RECORD ACTION  
AND DECISION  
TAKEN**

**REFER TO  
CHILDREN'S  
SOCIAL CARE  
AND/OR THE  
POLICE  
  
PUT IN WRITING  
WITHIN 48  
HOURS**

**DSL TO FOLLOW  
UP AFTER 3  
WORKING DAYS  
IF RECEIVED NO  
FEEDBACK ON  
ACTION TAKEN  
BY CHILDREN'S  
SOCIAL CARE**

**ACTION:  
WHERE THERE IS A CONCERN ABOUT A MEMBER OF STAFF**

