

The Spark Arts for Children

CODE OF CONDUCT

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.

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. Wear dress that is appropriate for the work that you do.
6. 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.
7. 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).

PLEASE SEE ARTISTS BRIEF FOR SPECIFIC GUIDELINES ABOUT WORKSHOPS IN SCHOOL AND ONLINE.

Acting on concerns or allegations of abuse

All staff and volunteers should be aware of the Signs and Symptoms of Abuse (see The Spark Arts for Children Safeguarding Procedures) and should make sure they can recognise these in the children they come into contact with.

- Any suspicion of abuse must be shared with the Designated Safeguarding Lead (DSL), and also shared with the designated safeguarding lead at the school/setting as appropriate immediately.
- If they suspect that the person with legal responsibility is actually the source of the problem, they should make their concerns known to another designated safeguarding lead.
- The individual should make a note for record of what they have witnessed as well as their response, using the Reporting Incident form within 48 hours

It is important to remember that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them by a designated safeguarding lead.

If a child is in immediate danger call 999.

Advice when witnessing a child's disclosure of abuse

DO

- ✓ Be accessible and receptive
- ✓ Listen carefully
- ✓ Take it seriously
- ✓ Reassure them that they were right to tell
- ✓ Say what will happen next
- ✓ Consult immediately with DSL
- ✓ Make a careful record of what was said

DON'T

- ✗ React strongly e.g. that's terrible!
- ✗ Jump to conclusions especially about the abuser
- ✗ Speculate or accuse anyone
- ✗ Tell the child you will keep their secret
- ✗ Ask leading questions
- ✗ Make promises you can't keep
- ✗ Stop the child from speaking freely
- ✗ Tell the child to stop talking so you can fetch the DSL

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

Designated Safeguarding Lead (DSL): Hazel Townsend (Creative Producer: Learning)
Tel: 0116 261 6893 Email : Hazel@thesparkarts.co.uk

Spark Office Contact: Tatiana Kidder
Tel: 0116 261 6893 Email: Tatiana@thesparkarts.co.uk

Emergency phone (out of hours during an event): 07395 058149

Trustee Lead for safeguarding and child protection: Jasbir Mann
Email: jasbir.mann@falconsprimary.org