

Behaviour Guidelines

For adults working with Children and Young People



Purpose

This behaviour guide outlines the conduct 20Twenty Productions expects from all our staff and volunteers. This includes freelance artists, trustees, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour guidelines aim to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people and advice from the NSPCC.

20Twenty Productions is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the guidelines of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at 20Twenty Productions you are acting in a position of authority and have a duty of care towards the children and young people that we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
 - Ensuring equipment is used safely and for its intended purpose
 - Having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
 - Not allowing a situation to develop where you are alone with or in a secluded, unobserved area with a child or adult at risk (online or in person).
 - Make sure there is another member of staff present if you are dealing with a first aid/welfare incident
- Following our principles, policies and procedures.
 - Including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
 - Always staying within the law
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour guide to Katherine Nightingale, Katherine@20twentyproductions.co.uk
- Ensuring that no personal information or inappropriate content can be seen when sessions take place (online or in person)
- Ensuring, with 20Twenty Productions staff, that any sessions have been effectively risk assessed to ensure appropriate measures are in place
- Reporting all concerns about abusive behaviour, inappropriate comments or actions, following our safeguarding and child protection procedures
 - this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- Treat children and young people fairly and without prejudice or discrimination in line with 20Twenty Productions Code of Conduct and Ethics policy

- Complete an enhanced DBS check or hold a valid certificate for any work with children and adults at risk
 - Following a DBS check if a member of staff is not deemed appropriate to working with children or adults at risk they will be barred from these activities.
- Understand that children, young people, and adults at risk are individuals with individual needs
- 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
- Challenge discrimination and prejudice
- Only take and store images of children and adults at risk when appropriate permissions have been granted. Images must be taken using a 20Twenty device, and be stored safely and securely and only used for the purposes outlined in the permission form.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- Remind young people and adults at risk how to keep themselves safe during online sessions, using the young person's online agreement as a guideline
- Remind young people of the 20Twenty Code of Conduct at the start of the session

Relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Exercise caution when you are discussing sensitive issues with children or young people
- Bullying will not be accepted or condoned, and all forms of bullying will be addressed. Where a child is found to be exhibiting severe forms of bullying, such as sexually harmful behaviour to another, it is paramount to involve the designated guardian for the group as well as the Designated Safeguarding Officer (Director) as soon as possible.
- Ensure your contact with children, young people and adults at risk is appropriate and relevant to the work of the project you are involved in
 - Activities should not include any unnecessarily physical contact. If physical contact is appropriate as part of an activity (e.g. game of tag) then it should be clearly and openly explained. If physical contact is needed to assist with or demonstrate an activity, permission should be asked for and gained first e.g. asking a child if you can lift them up to reach something. Physical contact should never be made in unsupervised situations.
- 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 hearing of other adults
 - If a child or young person specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the individual are
 - When using online platforms waiting rooms should be enabled to ensure that both adults can be present before participants enter the call
 - If you end up alone with a child or young person on a digital platform, you should either re-enter the main group to join other adults, or move

participants to the waiting room until you can regain contact with another adult

Respect

You should:

- Always listen to and respect children and young people
- Value and take children's and young people'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 to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

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

- Allow concerns or allegations to go unreported or acted upon
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children or young people
- Make inappropriate promises to children or young people
- Engage in behaviour that is in any way abusive or inappropriate
 - Including having any form of sexual contact with a child or young person
 - Never engage in rough physical contact and never engage in sexually provocative games.
 - Never form intimate emotional or physical relationships with children or young people
- Let children or young people have your personal contact details (mobile number, email, personal social networking details or postal address) or have contact with them via a personal social media account
- Share anything inappropriate in person or digitally
- Act in a way that can be perceived as threatening or intrusive
 - Never reduce a child or young person to tears as a form of control.
- Patronise or belittle children or young people
- Take images of children and young people on personal devices
- Swear, make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Definitions

Child: a person under the age of 18.

Staff: all employees and unpaid volunteers, Freelance Staff, Artists, Workshop Facilitators, Leaders, Trustees, Work Experience Placements and Tutors.

Types of Abuse

There are four types of abuse:

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child, and this can happen both on and offline. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child.

Neglect is the ongoing failure to meet a child's basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.

Physical abuse is when someone hurts or harms a child or young person on purpose. It's important to remember that physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell.

Sexual abuse is when a child or young person is forced or tricked into sexual activities. Sexual abuse can happen online - for example, a child could be forced to make, view or share child abuse images or videos or take part in sexual activities or conversations online.

Abuse can take place in multiple ways including, but not limited to, some descriptions below. If you suspect a child or adult is at risk, you should report this to the designated safeguarding officer.

Other things to think about:

Bullying: can include physical pushing, kicking, hitting, pinching; Name calling, sarcasm, spreading rumours, persistent teasing, and emotional torment through ridicule, humiliation and the continual ignoring of individuals; racial taunts, graffiti, gestures; sexual comments and/or suggestions; unwanted physical contact.

Cyberbullying or online bullying is any type of bullying that happens online.

Unlike bullying that takes place offline, online bullying can follow the child wherever they go and it can sometimes feel like there's no escape or safe space.

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse. It can happen inside or outside the home, both physically and online.

Grooming is when someone builds a relationship with a child so they can sexually abuse, exploit or traffic them. Children and young people can be groomed online or face-to-face by a stranger or by someone they know.

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexual messages. It's online abuse if a child or young person is pressured or coerced into creating or sending these types of images.

Child sexual exploitation is a type of sexual abuse. When a child is sexually exploited online, they may be persuaded or forced to create sexually explicit photos or videos or have sexual conversations.

Further information is available via the NSPCC: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/> & <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

Upholding the behaviour guidelines

You should always follow these behaviour guidelines and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave 20Twenty Productions. We may also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of these guidelines, you must report them to Katherine Nightingale, katherine@20twentyproductions.co.uk. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

I (name) _____ have read and understand the behaviour guidelines for working with children and young people.

Signed _____

Date _____