



Behaviour Code of Conduct and Agreement

SIPS Education Ltd Music and Arts Service

Safeguarding Children and Young People

Purpose

This behaviour code and agreement outlines the conduct Sandwell Inspired Partnership Services Education Ltd (SIPS) Music and Arts Service expects from all our staff, volunteers, parents, carers and young people. This includes staff, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code agreement aims 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.

Sips Education Ltd is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour. This agreement also refers to SIPS Music Centre Membership - Terms and Conditions and Code of Conduct for SIPS Employees.

SIPS require parents, carers and young people to sign this agreement to confirm their agreement to the behaviour expected. All staff working with young people from Sips Education Ltd will have signed this agreement to confirm they will adhere the requirements for them within their role.

Staff:

The role of staff and volunteers

In your role at Sips Education Ltd you are acting in a position of 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 and are expected to act appropriately.

Responsibility

You are responsible for:

1. prioritising the welfare of children and young people
2. providing a safe environment for children and young people
3. ensuring equipment is used safely and for its intended purpose
4. having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
5. following our principles, policies and procedures
6. including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
7. staying within the law at all times
8. modelling good behaviour for children and young people to follow
9. challenging all unacceptable behaviour and reporting any breaches of the behaviour code to [insert name/role of person to report to]
10. reporting all concerns about abusive behaviour, following our safeguarding and child protection procedure
11. this includes behaviour being displayed by an adult or child and directed at anybody of any age

Rights

You should:

1. treat children and young people fairly and without prejudice or discrimination
2. understand that children and young people are individuals with individual needs
3. 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
4. challenge discrimination and prejudice
5. encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

1. promote relationships that are based on openness, honesty, trust and respect avoid favouritism
2. be patient with others
3. exercise caution when you are discussing sensitive issues with children or young people
4. ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
5. ensure that whenever possible, there is more than one adult present during activities with children and young people

6. 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
7. 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.
8. only provide personal care in an emergency and make sure there is more than one adult present if possible unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should

1. listen to and respect children at all times
2. value and take children's contributions seriously, actively involving them in planning activities wherever possible
3. respect a young person's right to personal privacy as far as possible.
 - a. 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.

Unacceptable behaviour

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

1. allow concerns or allegations to go unreported
2. take unnecessary risks
3. smoke, consume alcohol or use illegal substances
4. develop inappropriate relationships with children and young people
5. make inappropriate promises to children and young people
6. engage in behaviour that is in any way abusive
7. including having any form of sexual contact with a child or young person
8. 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
9. act in a way that can be perceived as threatening or intrusive
10. patronise or belittle children and young people
11. make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

Upholding this code of behaviour

You should always follow this code of behaviour 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 SIPS. 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 this code, you must report them to Tanya Derham, Music and Arts Manager. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Children and Young People:

This code of behaviour was written in consultation with children and young people. It aims to make sure everyone who participates in Sips Education Ltd Music and Arts services knows what is expected of them and feels safe, respected and valued.

SIPS must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Basic principles

This code of behaviour aims to:

1. identify acceptable and unacceptable behaviour
2. encourage cooperation, honesty, fairness and respect
3. create an environment where your self-esteem, self-respect and self-confidence will grow
4. encourage you to recognise and respect the rights of others
5. encourage you to take responsibility for your own behaviour
6. help resolve conflicts and make it clear what will happen if you decide not to follow the code

Dos and don'ts

You should:

1. cooperate with others
2. be friendly
3. listen to others
4. be helpful
5. have good manners
6. treat everyone with respect
7. take responsibility for your own behaviour
8. talk to [insert name/role] about anything that worries or concerns you
9. follow this code of behaviour and other rules (including the law)
10. join in and have fun!

You shouldn't:

1. be disrespectful to anyone else
2. bully other people (online or offline) this includes sexting, sharing indecent images, or requesting and distributing indecent images
3. behave in a way that could be intimidating
4. be abusive towards anyone.

What happens if I decide not to follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our services receives the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future. We may also decide that a sanction is appropriate such as restricting you from taking part in some activities.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again, this will be recorded, and we will inform your parents or carers as appropriate. At this point, we may need to talk with you and your parents or carers about other services that might be more able to give you the support you need. We reserve the right to refuse you participation in any or all of our services with immediate effect.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you may be in need of protection or that you may present a risk of harm to other children and young people, they will follow our child protection procedures.

This may involve making a referral to the local authority. If child protection procedures are necessary, we will talk this through with you and your parents or carers as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

SIPS are provided with Safeguarding and Child Protection support and training from independent NSPCC Accredited Safeguarding Trainer Ella Savell-Boss Ltd.

The role of parents and carers

We see parents and carers as valuable partners in promoting positive behaviour and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

By signing this agreement, you confirm our terms and conditions of offering your child support through our music services (music centre groups).

If you have any concerns at any time, please speak with a member of SIPS staff who will take action as appropriate.

Sandwell Inspired Partnership Services Education Ltd (SIPS) Music and Arts Service

Name:

Signature:

Date:

Young Person

Name:

Signature:

Date:

Parent/carer:

Name:

Signature:

Date:

Author:

The NSPCC Behaviour and Code of Conduct for Staff and Children

Adapted by Ella Savell-Boss Ltd