

Behaviour Codes for Becki Short

This policy covers any and all work carried out by Becki Short including but not limited to: singing/performing arts lessons, mentoring, peer chats, group sessions and workshops. This policy applies to anyone working for or with Becki Short, including but not limited to: students, clients, paid staff, contractors and volunteers.

Key details

Policy prepared by: Rebecca M Short
Policy became operational on: October 2020
Next review date: October 2021

Introduction

I acknowledge that every person is a multi-faceted individual, and I have policies in place to ensure discrimination does not happen to anyone, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation. I recognise that people from marginalised groups face additional discrimination and barriers - particularly for this policy, neurodivergent people and marginalised races, and everything contained within this document is observed with an understanding of this.

Purpose

The behaviour codes aim to help protect children and vulnerable adults from abuse and reduce the possibility of unfounded allegations being made. They have been written in consultation with and informed by the views of children and vulnerable adults. They aim to make sure everyone who works with or received services from Becki Short knows what is expected of them and feels safe, respected and valued.

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For Adults (practitioners working for or with Becki Short)

Who This is For

This behaviour code outlines the conduct I expect from myself and anyone working for or with me.

Responsibility

I and anyone working for or with me are responsible for:

- prioritising the welfare of children and vulnerable adults
- providing a safe environment for children and vulnerable adults including:
 - ensuring equipment is used safely and for its intended purpose
 - having good awareness of issues to do with safeguarding and child protection/vulnerable adult protection and what actions to take when appropriate.
- following all policies and procedures
- staying within the law at all times
- modelling appropriate behaviour for children and vulnerable adults
- challenging all unacceptable behaviour and reporting any breaches of any policy
- reporting all concerns about abusive behaviour, following our safeguarding policy and child protection and vulnerable adult procedures - this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

I and anyone working for or with me should:

- treat children and vulnerable adults fairly and without prejudice or discrimination
- understand that children and vulnerable adults are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

Relationships

I and anyone working for or with me should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when discussing sensitive issues with children or young people
- ensure contact with children and vulnerable adults is appropriate, relevant to the work and with fully informed consent from all parties
- ensure that if a situation arises where only one adult is present during activities with groups of children and/or vulnerable adults that they have appropriate safeguarding training and checks (eg DBS)
- ensure other appropriate adults know where they are if a child or vulnerable adult specifically asks for or needs some individual time with them
- only provide personal care in an emergency and make sure there is more than one appropriate 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

I and anyone working for or with me should:

- listen to and respect all people at all times
- value and take all people's contributions seriously, actively involving them in planning activities and work wherever possible
- respect people's right to personal privacy as far as possible. If confidentiality needs to be broken in order to follow child protection and vulnerable adult procedures, it is important to explain this to the person at the earliest opportunity

Unacceptable behaviour

When working with children and vulnerable adults, I and anyone working for or with me must **not**:

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

Upholding this code of behaviour

I and anyone working for or with me should always follow this code of behaviour. Inappropriate behaviour will be subject to disciplinary procedures. Depending on the seriousness of the situation, ties with the person may be terminated. A report to statutory agencies such as the police and/or the local authority child protection services may also be made. If anyone becomes aware of any breaches of this code, they must be reported to Becki Short.

For Children and Adults (including Vulnerable Adults) (users of Becki Short's services)

Who This is For

This behaviour code outlines the conduct expected from anyone taking part in any services offered by Becki Short.

Basic principles

This code of behaviour aims to:

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

Dos and don'ts

You should:

- cooperate with others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to me about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone

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

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

Minor or first-time incident

If you behave in a way that doesn't follow this behaviour code, I or another person working for or with me will remind you about it and if relevant have a discussion about what support might be useful for you to grow from this experience. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal discussion

If you continue not to follow the code of behaviour after your first reminder, or if an incident

happens that is more serious, you will be invited to have a formal discussion. A record about what happened will be made and your caregiver(s) will be informed if this is appropriate. I or a person working for or with me will talk with you about what happened and aim to come to an agreement as to what support you may want or need to help you in the future.

Intervention/Mediation

If you continue to display inappropriate behaviour after multiple discussions and incidents recorded, you will be invited to have a more in-depth discussion. This will usually be at a separate time to when the services you receive are, and therefore may require your caregiver(s) being informed. This will be a chance for us to explore the incidents together, and discuss ideas in depth for plans to put in place to help you.

Final discussion

If the support we have put in place isn't helping, and inappropriate behaviour is still occurring, we may need to have a final discussion. Again this will be recorded and we'll inform your caregiver(s) as appropriate. At this point, we may need to talk with you and your caregiver(s) about other services that might be more able to give you the support you need.

Child protection procedures

If I or anyone who works for or with me becomes concerned that your behaviour suggests you may be in need of protection or that you may present a risk of harm to other people, they will follow our child protection and vulnerable adult procedures. This may involve making a referral to the local authority. If child protection and vulnerable adult procedures are necessary, I will talk this through with you and your caregiver(s) as soon as possible, unless doing so would put you in danger or or interfere with a police investigation.

The role of Caregivers

I see caregivers as valuable partners in promoting positive behaviour. I will inform and involve your caregiver(s) of discussions we have had when appropriate.

Declaration

I am committed to reviewing this policy annually.

This document was last reviewed on: 04/10/2020 Signed: *Becki Short*