

Bristol Ensemble ("BE") Safeguarding Code of Conduct

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff, tutors, BE players, volunteers, interns and trustees should make sure that any decisions made are in the best interests of the child. This includes:

- Providing a safe environment in which children can learn.
- Helping to develop an ethos which promotes difference and diversity, where all people are treated equally and with dignity and respect.
- Providing an example of good conduct for others to follow.
- Respecting a child, young person or vulnerable adult's right to privacy and personal space.
- Responding sensitively to a child, young person or vulnerable adult who seems anxious about participating in certain activities.
- Recognising that special caution is required when discussing sensitive issues with children, young people or vulnerable adults.
- Challenging unacceptable behaviour and report all allegations/suspensions of abuse.
- Speaking to another member of staff immediately upon suspicion that a child, young person or vulnerable adult is experiencing bullying or harassment.
- Restraining a child, young person or vulnerable adult only if they are at risk of inflicting harm to themselves or others.
- Being able to use school safeguarding systems, including policies on child protection, pupil behaviour and staff behaviour.
- Always following procedures and policies.

Staff and tutors need to know:

- How to identify children who may benefit from early help and what the local early help process is.
- How to make referrals to children's social care and for the statutory assessments that may follow a referral, and their role in these assessments in partnership with other organisations.
- How to manage challenging behaviour, bullying, violence to others, bad language, discrimination, abuse of facilities or equipment, refusing to obey staff, creating unsafe situations.
- How to identify signs of abuse and neglect, and what to do if a child makes a disclosure.

Responding to suspected abuse:

- If you see or suspect abuse of a child, make the appropriate DSL or teacher/teaching assistant with legal responsibilities aware of the problem immediately as well as the DSL. If for any reason contact cannot be made to

the DSL the matter should then be reported to the Bristol Ensemble Trustee for Safeguarding, Penny Rawlings.

- If you are suspicious of the teacher/teaching assistant, you should report to the DSL lead at the school or institution and the Bristol Ensemble DSL, making a note for the Bristol Ensemble's records of what you witnessed, along with the response in case there are any follow ups or consequences in which you may be involved. If you witness an accident involving a child, you should make a note of the accident and the time it occurred and tell the teacher/teaching assistant as well as the Bristol Ensemble DSL.

Responding to a disclosure:

If a child/young person/vulnerable adult/other person discloses information of abuse, BE staff, tutors, BE players, volunteers and interns should:

- Remain calm and approachable and show no judgement
- Allow the person to speak without interruption
- Assure them that you will have to pass on the information to another adult because they will be better able to help, but they will remain supported
- Assure them that the problem will only be shared with the people who need to know in order to provide help and support
- Maintain confidentiality by only involving those who need to be involved.
- Never promise confidentiality.
- Tell the person what you are going to do next.
- Speak immediately to the Bristol Ensemble DSL or if unavailable to the person in the school/educational setting, youth or care setting who has designated responsibility for safeguarding. (This is likely to be the Headteacher for a school or the Director of the youth or care setting.) It is that person's responsibility to liaise with relevant authorities, usually Social Services or the Local Authority Designated Officer (LADO).
- As soon as possible after the disclosing conversation, make a note of what was said, using the person's own words. Note the date, time, any names that were involved or mentioned and who you gave the information to. Make sure you sign and date your record.

Staff, tutors, BE players, volunteers and interns must not:

- Have inappropriate physical or verbal contact with children, young people or vulnerable adults.
- Allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Believe "it could never happen to me".

Photographs, Videos, Social Media and Communications

- It is the policy of the BE that no children, young people or vulnerable adults should be photographed or videoed without permission. Where photographs are taken, there will need to be prior warning that a photographer is present and confirmation that the photos/videos will not be used for any purpose without first

obtaining the consent of the child's parent or young person or vulnerable adult. No names are to be attached to the photographs/videos.

- Where an event may be photographed and is open to the public, signs will be displayed noting that photographs and or video may be taken and inviting anyone not wishing to be in any photos or video used to make this known to the DSL. The photographer/videographer will be named on these signs and will wear ID.
- It is the policy of the BE that no one employed on a paid or voluntary basis, will contact children or young people directly via social media, email, phone or text without the knowledge and consent of that child or young person's parent or carer. Where such contact needs to be made (for example a text to advise of a change of time for an activity) the child's parent or carer will be sent the communication. Young people and vulnerable adults may only be contacted in exceptional circumstances through the DSL.
- The BE will not have any media accounts involving children, young people or vulnerable adults. The BE will not post any photographs, videos or stories on social media without permission.
- Communications involving children, young people and vulnerable adults will be directed via schools, parents and carers.

Accidents and Injuries

- If a child, young person or vulnerable adult is injured, while involved in a project you have organised, you must make a record of the injury in the accident book. This record must be countersigned by the person with responsibility for the individual.
- If a child, young person or vulnerable adult arrives at the venue or project with an obvious physical injury, you need to make a record of this in your accident book. This record should be countersigned by the person with responsibility for the individual. This record can be useful if a formal allegation is made later. It will also be a record that the individual did not sustain the injury whilst at your venue or on your project.

Vulnerable Adults

The Bristol Ensemble will:

- Work to protect vulnerable adults whenever they are present.
- Work with other agencies as required and will make a referral to the relevant services as appropriate.
- Endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults.
- Ensure all staff are aware of the risks posed to vulnerable adults and how we can all work to prevent abuse.

Good Practice

The BE will follow the good practice laid out here for their projects involving children, young people and vulnerable adults.

Good practice in planning a project for work involving children, young people and vulnerable adults means:

- Undertaking, at the outset of project planning, a risk assessment and monitoring risk throughout the project.

- Identifying, at the outset, the people with designated protection responsibility.
- Engaging in effective recruitment, including appropriate vetting of staff and volunteers.
- Knowing how to get in touch with Headteachers or Local Authority Social Services, in case you have to report a concern to them.
- Putting systems in place to create and manage good relationships with parents and/or carers, managers and other stakeholders.
- Being aware of the content of your work and the impact it may have on children, young people or vulnerable adults.
- Keeping records of which members of staff, volunteers and other adults took part in projects. Project Managers are to be given information in advance of project on good record keeping.

Good practice in a physical environment where there is contact with children, young people and vulnerable adults means:

- Always ensuring that someone from the school/educational establishment, youth organisation or care setting is involved and therefore meeting their responsibility for ensuring the safety of those in the setting.
- Monitoring risks throughout the project.

Good practice in physical contact means:

- Maintaining a safe and appropriate distance from participants.
- Only touching participants when it is absolutely necessary in relation to the particular activity.
- Seeking agreement of participants prior to any physical contact.
- Making sure disabled participants are informed of and comfortable with any necessary physical contact.

Good practice in interpersonal dealings means:

- Treating all children, young people or adults equally, and with respect and dignity.
- Always putting the welfare of each participant first, before achieving goals.
- Building balanced relationships based on mutual trust, which empowers children, young people or adults to share in the decision-making process.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Making the activity fun, enjoyable and promoting equality.
- Being an excellent role model for dealings with other people.
- Recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people.
- Not allowing sexual relationships to develop between artists/facilitators and young people or adults.

Good practice in managing sensitive information means:

- Having a policy and set of procedures for taking, using and storing photographs or images of children, young people or adults.
- Careful monitoring and use of web-based materials and activities.
- Agreed procedures for reporting any suspicions or allegations of abuse.
- Ensuring confidentiality in order to protect the rights of employees, freelancers, interns and volunteers, including safe handling, storage and disposal of any information provided on musicians and facilitators (or others involved in Bristol Ensemble projects) as part of the recruitment process (Data Protection Act 1998).

Good practice in professional development means:

- Keeping up to date with health and safety in artistic practice.
- Being informed about legislation and policies for protection of children, young people and vulnerable adults.
- Undertaking relevant development and training.
- **The Bristol Ensemble will carry out risk assessments for all projects.**
- Risk assessment will be a part of planning any project and consider all aspects of the project, but particularly any risks relating to protection of children, young people or vulnerable adults. Risk management will be an ongoing part of every project.
- Risk assessment and risk management will be done for every project we engage in. Once done, it will be able to be adapted future projects.

Rights and Confidentiality in the event of a safeguarding incident

- If a complaint or allegation is made against a member of staff, tutor, BE player, volunteer or intern he or she should be made aware of his or her rights under both employment law and internal disciplinary procedures. This is the responsibility of the officer who is responsible for personnel in the organisation.
- Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

Review of Code of Conduct: annually

Last reviewed: August 2026