



**BB Broadway**

**Staff Code of Conduct 2021**

**16/04/2021**

**Note: where we refer to 'parents', we refer to parents and carers inclusively. The term 'children' or 'child' refers to anyone over the age of 18.**

### **Staff and Volunteer Code of Conduct**

- Implement our safeguarding policies and procedures
- Report any concerns about or allegations of abuse or poor practices to our lead safeguarding officer: Bethany Black
- Listen to any concerns that parents or children might have
- Consider your behaviour- do not engage in any behaviour that constitutes any form of abuse
- Respect your position of trust and maintain appropriate boundaries and relationships with young people. Engaging in any sexual activity with anyone under 16 is illegal.
- Keep any coaching and safeguarding training up to date
- Keep all children in your session safe by supervising appropriately, use safe methods and practices and by putting children's safety first
- Make sure you have appropriate staffing ratios of adult to child before the session begins
- Ensure equipment is fit for purpose, safe to use and accessible
- Respect children's trust and rights whilst being open and honest with them
- Champion everyone's right to take part and celebrate difference at BB Broadway or by not discriminating anyone according to gender, race, sexual orientation or ability
- Stop play in an injury happens, refer to the qualified first aider on site, and call for external help when necessary
- Use positive and constructive methods of developing children's skills without humiliating or harming them
- Behave appropriately online according to our online safety and acceptable use policy
- Challenge instances of poor, negative, aggressive or bullying behaviour amongst children
- Develop positive relationships with parents and communicate any concerns or positive feedback to Bethany Alice Black or parents directly
- Behave in a manner which represents the BB Broadway brand and create a positive and engaging environment in which children can learn and enjoy theatre.

### **As a member of our staff we understand you have the right to**

- Enjoy the time you spend with us and be supported in your role
- Be informed of our safeguarding and reporting procedures what you need to do if something isn't right
- Have access to ongoing training in all aspects of your role as required
- Be listened to
- Be involved and contribute towards decision making at BB Broadway
- Be respected and treated fairly by us and our governing bodies
- Feel welcomed, valued and not judged based on your gender, race, religion, sexuality or ability
- Be protected from physical and emotional abuse from children and parents and be supported in resolving conflicts.

We expect all staff and volunteers to follow the behaviours and requests set out in this code of conduct. If any member of staff or volunteer behaves in a way which contradicts any of the points set out above, we'll address the problem straight away and aim to resolve the issue. Continued breaches of this conduct may result in us taking disciplinary action against you with the involvement of governing bodies and ultimately your dismissal from BB Broadway.