

Code of Conduct for adults working with young people in activities associated with the Regal Theatre

All adults working with young people under the broad umbrella of the Regal Theatre, whether as part of a member company, as a volunteer or as part of a community group which appears in the theatre, must:

- recognise and accept they have a responsibility to safeguard young people within their sphere of work and care;
- adopt appropriate personal behaviour when in the company of young people
- develop awareness of the issues which can cause young people harm and recognise possible signs of abuse;
- report any concerns to the appropriate safeguarding officer;
- conform to this Code of Conduct.

Young people are deemed to be all those under the age of 18. They should be subject to a parental consent form which describes the activities they will undertake within any project or activity and set down its reach and boundaries.

Young people under the age of 16 are further protected by the need to seek a Child Performance Licence and to appoint suitable Chaperones before the commencement of rehearsals.

Code of Conduct for working with Young People

1. Unsupervised Contact

- Adults should avoid unsupervised or one to one contact with young people where no others are present.
- Adults should remain in a public area when working with young people and not go into a closed room or an isolated space.
- If an individual's work is likely to require unsupervised contact with young people, it is necessary that he or she obtain a Disclosure and Barring Service (DBS) check.

2. Physical Contact

- Adults should avoid physical contact with young people.
- All adults will maintain a safe and appropriate distance from young people.
- Adults will only touch young people when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the young person prior to any physical contact and the purpose of the contact shall be made clear.

3. Outside the meeting place/theatre

- Adults working with young people are not permitted to take young people on car journeys, however short.
- The only people allowed to take young people in their car are those named on the parental consent form.
- Adults are not permitted to walk young people home on their own or to take them out of the building.
- The only people allowed to take young people outside the building are those named on the parental consent form.
- Young people are only permitted to leave the building or go home unaccompanied if that is specified on the consent form.

4. Communicating with young people

- Adults should provide a positive and appropriate role model for speaking and dealing with adults and young people alike. Suggestive remarks, innuendo, swearing, racist, sexist, aggressive or bullying remarks are all inappropriate. Responsible adults in a group should

maintain a professional demeanour, and while offering support and sympathy to a young person who expresses a need, should avoid discussion of the young person's or their own intimate relationships.

- While it is recognised that electronic media are the most efficient method of communicating changes of venue, start times, dates changes to schedules etc. to young people, at no time should adults engage in personal messaging or make any sort of personal comments. Adults should not communicate with children under 16 unless they have parental consent. Messages should be left with parents.
- Adults should not communicate with young people or children via their personal Twitter, Facebook or other social media accounts.
- Adults should not single out individual young people, or become close friends with them. Their role is like a teacher in a class-room to show an equally professional and friendly attitude with all young people in the group. It is unacceptable to become emotionally close to an individual young person.

5. Photography

- Do not take photos of young people with cameras or any other electronic media. Photos cannot be taken of young people without express parental written permission.
- Images and photos for publicity purposes, with parental permission, can only be taken by those authorised, who are responsible for safe handling and storage

6. Safeguarding Young People

- If a young person confides in you that abuse has taken place, or you notice inappropriate behaviour, speak immediately to the person with responsibility for child protection; it is that person's responsibility to take the matter forward. Do not attempt to investigate the concern yourself.
- If a young person shows a need to confide problems, or disclose abuse or bullying, it is important not to promise to keep their problem secret. Say that it may be necessary to communicate with the designated safeguarding person. Listen quietly and sympathetically and then tell the person that the designated safeguarding person will take the matter further.
- It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. If the allegation gives rise to a child protection concern it is important to follow the group's procedure for reporting such concerns. Do not attempt to investigate the concern yourself.
- It is important that all adults show respect towards and adhere to all health and safety procedures so that accidents to young people can be avoided.
- Adults should be aware of the safeguarding and health and safety procedures within the organisations they are working with and follow the procedures laid down. They should take notice of guidance on how to recognise the possibility of abuse.

It is important that adults working with young people conform to this Code of Conduct. Failure to do so, or suspicions that they have been breached may result in the individual being immediately suspended until an investigation is concluded. While suspended, the individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with other young people in the production.

I have read and understood the terms of the Regal Theatre Code of Conduct for working with young people, and sign my agreement to conform with its practices in all activities associated with the Regal Theatre.

Signed

Date