



Thames Festival Trust

Safeguarding Code of Conduct

- Always put the welfare and safety of the CYPVA first.
 - Treat all CYPVA equally, with respect and dignity.
 - Do not have, or be perceived to have, favourites.
 - Ensure you have agreed roles, responsibilities and standards of behaviour with other adults involved in work with CYPVA, including teachers.
 - Never work with CYPVA without a teacher or other responsible adult in the room.
 - Wherever possible avoid spending time with individual, or small groups of CYPVA, unobserved.
 - If it is absolutely necessary to be alone with a CYPVA:
 - Make sure another adult knows where you are and approximately how long you will be;
 - Invite the CYPVA to bring a friend;
 - Leave the door open of the room you are in;
 - Move into the centre of the room so you are in plain view.
 - If it is absolutely necessary to be alone with a CYPVA when delivering an activity via video conferencing:
 - Ensure that the time, length, and purpose of the contact are clearly identified and agreed upon with a teacher or other responsible adult;
 - Ensure you are supported by an additional member of staff (even if they're not actively delivering work) in the interests of transparency;
 - Invite the CYPVA to bring a friend;
 - Ensure video conferencing sessions are password protected to maintain the privacy of the CYPVA and prevent exposure to inappropriate or harmful content by third parties.
 - Avoid physical contact with CYPVA unless in an emergency eg in the case of injury.
 - If physical contact cannot be avoided, seek permission of the CYPVA first and ensure they are comfortable with what you are going to do.
 - Listen to what CYPVA have to tell you if they highlight a concern.
 - Ensure that CYPVA understand that you will treat what they tell you confidentially, unless you believe them, or another CYPVA, to be in danger.
 - If a CYPVA discloses something to you, or you see something that concerns you, contact the Designated Safeguarding Officer at the Trust who will be able to advise you on the best course of action.
 - If you see something that concerns you regarding an adult, contact the Designated Safeguarding Officer at the Trust who will follow the appropriate course of action.
 - Do not contact CYPVA outside of the school/other centre setting or outside hours.
 - Do not give CYPVA your personal telephone number, email address or Social Media contact information.
 - Do not develop social or sexual relationships with the CYPVA you are working with.
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- Never accept, or give, gifts or money to CYPVA.
 - Do not transport a CYPVA in a car on your own or in your own vehicle (use public transport / taxi / school minibus if necessary).
 - Support and watch out for colleagues you are working with to ensure they are not being drawn into situations that could be misinterpreted. Remember: how colleagues view each other's practice will indicate how outsiders view it.
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