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## Code of Conduct for staff working with children and/or adults at risk

This Code of Conduct sets out the behaviour expected from all Tree of Strings staff when working with children and adults at risk as part of our education programme or during attendance at events.

Our aim is to create a safe, respectful and inclusive space for everyone. This Code helps us run projects and activities that are enjoyable, protects participants from harm, and ensures appropriate behaviour.

### Good Practice – what we expect from you

- At Tree of Strings, we ask that you:
- Treat everyone with respect, fairness and dignity
- Make activities welcoming, accessible and enjoyable for all
- Give positive and constructive feedback instead of negative criticism
- Respect differences in gender, sexuality, culture, class, race, ethnicity, disability and religion
- Challenge discrimination and encourage people to speak up if they feel uncomfortable
- Avoid being alone with a participant in a private or unobserved space. We recommend that at least two music leaders are present on every community project. Where this is not possible, we suggest that a member of staff or volunteer from the partner support organisation is invited into the space.
- Maintain clear personal and professional boundaries with all partners and participants
- Only make physical contact if it is essential (e.g. to prevent an accident)
- If physical contact is essential to demonstrate an art or musical activity, ensure that is done with consent, respect, and is relevant to the activity
- If you are first aid trained, always ask for permission before administering first aid or medical assistance, where possible
- Report any accidents or injuries to the Designated Safeguarding Lead as soon as possible
- Be attentive to any changes in a participant's behaviour that could indicate abuse or self-neglect
- Speak to the Designated Safeguarding Lead about any concerns you have, even if they seem small – it is always better to raise a concern than stay silent

- Read and follow Tree of Strings' Safeguarding Policy and other relevant policies. If you are unsure about anything, ask for clarification.
- Report any safeguarding concerns or disclosures immediately, in line with our Safeguarding Policy. You should pass it on even if somebody has asked you to keep something secret.

## What you must not do

You should never:

- Engage in rough, physical, inappropriate or sexually provocative behaviour
- Allow or engage in any form of inappropriate touching
- Make sexual comments or jokes
- Do personal tasks for children or disabled or at-risk adults that they can do themselves
- Accompany children or disabled or at-risk adults into the toilet
- Add participants to your personal social media accounts
- Share your personal contact details (phone number, email, home address) with participants
- Share your personal phone, computer or laptop with participants
- Invite children or adults at risk to your home
- Allow or ignore inappropriate or discriminatory language or behaviour
- Ignore or fail to report concerns raised by a participant
- Keep any concerns or worries to yourself about a participant or colleague to yourself, however small
- Agree to keep concerns or disclosures a secret if someone asks you to. Always report concerns to the Designated Safeguarding Lead
- Meet participants outside of Tree of Strings' project whilst still acting as a Tree of Strings staff member or volunteer
- Give lifts in your car to children or adults at risk
- Use actions or language that may cause a child or adult at risk to lose self-esteem or confidence

Tree of Strings' Designated Safeguarding Lead is CEO Elinor Shields

She can be contacted on 07492 817682

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