

# Acorn Music Theatre Trust

## Code of Conduct

### Safeguarding Policy

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all young people. We are committed to providing a safe and welcoming environment where young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that young people receive effective support and protection.

The procedures contained in this policy apply to all staff and volunteers regardless of their role within the organisation, **safeguarding is everyone's responsibility**.

We have a policy of kindness and support; any form of bullying, whether emotional, physical, verbal or psychological is not tolerated.

Acorn Music Theatre Trust believe that it is always unacceptable for a young person to experience abuse of any kind.

We recognise that:

- the welfare of the young person is paramount
- all young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with young people, their parents, carers and other agencies is essential in promoting young people's welfare

All Trustees, employees and volunteer helpers, or anyone working on behalf of Acorn Music Theatre Trust endeavour to safeguard young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through a code of conduct and procedures
- Sharing general information about child protection and good practice with young people, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know and involving parents and young people appropriately

Staff and volunteers are required to report any incident or concern directly to Gail. Parents and guardians are welcome to raise any incident or concern with Gail. If a conflict within the organisation occurs and a member of staff or volunteer feels that Gail is unable to help, they may report to Vanessa who is the Safeguarding Trustee. If they feel that further action is required then contact should be made with the local authority. The Local Authority Designated Officer (LADO) contact details are:

[LADO.SafeguardingChildren@Oxfordshire.gov.uk](mailto:LADO.SafeguardingChildren@Oxfordshire.gov.uk) 01865 810603

All staff and regular volunteers will require an up to date DBS certificate with relevant proof of identification prior to working with Acorn Music Theatre Trust.

Should an allegation against a member of staff, trustee or volunteer be made, this will be investigated by the Trust management and where appropriate, reported to the local authority. Should an allegation be made against a member of the management, this can be escalated to the local authority without internal investigation by using the contact details for the LADO, above.

### Photographs and Images

We will use images of Acorns for marketing and promotional purposes, unless the relevant young person or their parent has specifically requested otherwise. Images will not be published with a name unless the consent of the young person has been obtained in advance.

Acorn has a no photography and no mobile phone policy during workshops.

We will ensure that children are appropriately dressed and will ensure the young people have the opportunity to tell us if they are worried about any photographs that have been taken of them.

### Physical Theatre

Acorn is a physical theatre company involving contact, lifting etc. Risk assessments are in place, please refer to the health and safety policy.

### Acorn Performances

Acorn performances are site specific and are not always held in controlled environments. Performances may include promenade theatre and appropriate risk assessments are written for each situation.

When Acorn is on tour all Acorns under 18 must be supervised by either an actual parent or a named and agreed “acorn parent” who has responsibility for their behaviour, health and safety and welfare during their time on site.

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- DO put this code into practice at all times
- DO treat everyone with dignity and respect
- DO set an example you would wish others to follow
- DO treat all young people equally - show no favouritism
- DO respect a young person’s right to personal privacy
- DO allow young people to talk about any concerns they may have
- DO encourage others to feel comfortable enough to point out attitudes or behaviour they are not comfortable with
- DO recognise that special caution is required when you are discussing sensitive issues with young people
- DO remember someone else might misinterpret your actions, no matter how well intentioned
- DO take any allegations or concerns of abuse seriously and refer immediately. DO NOT exaggerate or trivialise child abuse issues
- DO NOT have inappropriate physical or verbal contact with young people
- DO NOT permit abusive peer activities e.g. bullying
- DO NOT make suggestive or derogatory remarks or gestures in front of young people or make threats to a young person, even in fun
- DO NOT use inappropriate language – writing, phoning, email or internet
- DO NOT jump to conclusions about others
- DO NOT let allegations, suspicions, or concerns about abuse go unreported
- DO NOT just rely on your good name or that of Acorn Music Theatre Trust to protect you