**CODE OF BEHAVIOUR**

**Adults working with**

**Young People & Vulnerable Adults**

**Code Purpose:**

This behaviour code outlines the conduct Music 4 U (M4U) expects from all workers (which includes staff, freelancers, sessional workers, volunteers, and trustees) undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. The views of children and young people have informed it.

M4U is responsible for ensuring everyone taking part in our services has seen, understood, and agreed to follow the code of behaviour and understands the consequences of inappropriate behaviour.

**Workers:**All staff, self-employed / freelancers, volunteers and trustees.

**Students / Young Person:**All children and young adults attending M4U activities.

**Parent: Anyone**with guardianship or caring and parental responsibility for the student.

1. **THE ROLE OF THE STAFF AND VOLUNTEERS**

In your role at M4U, you are acting in a position of authority and have a duty of care towards the students we work with. You are likely to be seen as a role model and are expected to act appropriately.

1. **RESPONSIBILITY**

**You are responsible for:**

* prioritising the welfare of our students.
* providing a safe environment.
* ensuring equipment is used safely and for its intended purpose.
* having a good awareness of safeguarding and child & vulnerable adult protection and taking appropriate action.
* following our principles, policies and procedures.
* including our policies and procedures for child & vulnerable adult protection/safeguarding, whistleblowing and online safety.
* staying within the law at all times.
* modelling good behaviour for students to follow.
* challenging all unacceptable behaviour and reporting any behaviour code breaches to Debra Baxter or a trustee.
* reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures.
* this includes behaviour displayed by an adult or child and directed at anybody of any age.

1. **RIGHTS**

**You should:**

* treat students fairly and without prejudice or discrimination.
* understand that all are individuals with individual needs.
* respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
* challenge discrimination and prejudice.
* encourage students to speak out about attitudes or behaviours that make them uncomfortable.

1. **RELATIONSHIPS**

**You should:**

* promote relationships based on openness, honesty, trust and respect.
* avoid favouritism.
* be patient with others.
* exercise caution when you are discussing sensitive issues with students.
* ensure your contact with students is appropriate and relevant to the work of the project you are involved in.
* ensure that more than one adult is present whenever possible during activities with students.
* if a situation arises where you are alone with a student, ensure that you are within sight or hearing of other adults.
* if a student asks explicitly for or needs individual time with you, ensure other staff or volunteers know where you are.
* only provide personal care in an emergency and ensure more than one adult is present.

1. **RESPECT**

**You should:**

* always listen to and respect students.
* value and take students’ contributions seriously, actively involving them in planning activities wherever possible.
* respect a young person’s right to personal privacy as far as possible.

1. **UNACCEPTABLE BEHAVIOUR**

**When working with children and young people, you must not:**

* allow concerns or allegations to go unreported.
* take unnecessary risks.
* smoke, consume alcohol or use illegal substances.
* develop inappropriate relationships with children and young people.
* make inappropriate promises to children and young people.
* engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
* let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
* act in a way that can be perceived as threatening or intrusive.
* patronise or belittle children and young people.
* make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

1. **UPHOLDING THIS CODE OF BEHAVIOUR**

You should always follow this code of behaviour and never rely on your reputation or that of M4U to protect you.

You will be subject to our disciplinary procedures if you have behaved inappropriately.

Depending on the seriousness of the situation, you may be asked to leave M4U.

We may also make a report to statutory agencies such as the police and the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Debra Baxter or a trustee.

If necessary, follow our whistleblowing and safeguarding and child protection procedures.

**CONTACT DETAILS:**

Name: Debra Baxter

Title: Operations & Creative Manager / Child & Vulnerable Adult Protection Officer

Telephone: 07859 814458

Email:            [debra.baxter@m4u.org.uk](mailto:debra.baxter@m4u.org.uk)

**NSPCC Helpline:**

0808 800 5000

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| **This Policy was written in line with NSPCC Guidelines.** | |
| **Implemented on** | 21 February 2024 |
| **Reviewed no later than** | 20 January 2025 |

**This Policy forms part of Music 4 U’s Core Values and should be read collectively with the following:**

* Anti Bullying Policy
* Child & Vulnerable Adult Protection & Safeguarding Policy
* Child & Vulnerable Adult Protection Reporting Procedure
* Code of Behavior Adults
* Code of Behavior Students
* Comments, Compliments & Complaints Procedure
* Equality & Diversity Policy
* GDPR Policy
* Health & Safety Policy
* Online Safety & Social Media Policy
* Photography & Film Policy
* Whistleblowing Policy

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