**SAFEGUARDING AND CHILD PROTECTION**

**BEHAVIOUR CODE**

This behaviour code outlines the conduct expected of members and volunteers from the Haffner orchestra, and others who engage with children and young people through the Haffner Orchestra and its activities.

**Purpose**

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help members and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse being made against them.

**Upholding this code of behaviour**

All members of the orchestra and volunteers are expected to report any breaches of this code to the Chairman, Alison Toy under the whistle-blowing procedure or, if necessary, under child protection procedures.

Members and volunteers who breach this code of behaviour may be subject to the Haffner Orchestra’s disciplinary procedures. Any breach of the code involving a volunteer or member from another agency may result in them being asked to leave the Haffner Orchestra.

Serious breaches may also result in a referral being made to a statutory agency such as the police, the local authority children’s social care department and/or the Independent Safeguarding Authority.

**The role of members and volunteers**

When working with children and young people for the Haffner Orchestra all members and volunteers are acting in a position of trust. It is important that members and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

* operate within the Haffner Orchestra’s principles and guidance and any specific procedures;
* follow the Haffner ’s Orchestra’s child protection policy and e-safety policy and procedures at all times;
* listen to and respect children at all times;
* avoid favouritism;
* treat children and young people fairly and without prejudice or discrimination;
* value and take children’s contributions seriously, actively involving children and young people in planning activities wherever possible;
* ensure any contact with children and young people is appropriate and in relation to the work of the orchestra;
* always ensure language is appropriate and not offensive or discriminatory;
* follow the e-safety policy and report any breaches;
* always ensure equipment is used safely and for its intended purpose;
* provide examples of good conduct you wish children and young people to follow;
* challenge unacceptable behaviour and report all allegations/suspicions of abuse;
* ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn’t possible, that you are within sight or hearing of other adults;
* be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other members of the orchestra know where you and the child are;
* respect a young person’s right to personal privacy;
* encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
* recognise that special caution is required when you are discussing sensitive issues with children or young people.

You must not:

* patronise or treat children and young people as if they are silly;
* allow allegations to go unreported;
* make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people;
* act in a way that can be perceived as threatening or intrusive;
* make inappropriate promises to children and young people, particularly in relation to confidentiality;
* jump to conclusions about others without checking facts;
* either exaggerate or trivialise child abuse issues;
* rely on your reputation or that of the organisation to protect you.

**If you are in a position of trust such as a person holding a position of responsibility in the orchestra or teacher/tutor to the child or young person, you must not:**

* develop inappropriate relationships such as contact with children and young people that is not a part of the work of the orchestra or agreed with the chair person;
* conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member or volunteer and a child or young person involved with the orchestra represents a serious breach of trust on the part of the member or volunteer and is not acceptable under any circumstances;
* let children and young people have your personal contact details except for official contact details required for imparting essential information;

**The role of parents and carers**

The Haffner Orchestra welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved.