

Kirkintilloch Players

CHILD PROTECTION :CODE OF CONDUCT

It is the policy of Kirkintilloch Players to ensure that all participants in drama productions, festivals and workshops are safeguarded from physical, sexual and emotional harm while taking part.

Kirkintilloch Players requires that all production staff, leaders and helpers working with our youths follow the Code of Conduct set out below. Rules for panto and overnight stays are available separately.

CODE OF CONDUCT

As an adult working with youths, **you should:**

- Treat all youths with respect
- Provide a good example of acceptable behaviour
- Plan activities that involve more than one adult being present, or ensure that other adults are within sight or hearing wherever possible.
- Respect everyone's right to personal privacy.
- Be available to listen to the concerns of our youth, and to refer them to other sources of help where appropriate.
- Encourage young participants to feel comfortable enough to point out attitudes and behaviour they do not like.
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues.
- Be aware that even caring physical contact with a youth may be misinterpreted.

You should not:

- Permit abusive behaviour such as bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with youths
- Drink alcohol while in a child care role, or offer alcohol to under 18s.
- Jump to conclusions about others without checking facts.
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as crushes or tantrums
- Show favouritism to any individual
- Exaggerate or trivialise any child abuse issues.
- Make suggestive remarks or actions, even in jest.
- Deliberately place yourself or others in a potentially compromising position
- Believe that 'it could never happen to me'.

Administration of an Event

All Kirkintilloch Players organisers must follow the following good practice.

- Carry out a risk assessment of the event, and ensure that risk is minimised
- Appoint a designated Child Protection supervisor, to whom allegations and incidents are reported.
- Ensure that all staff or volunteers who will have unsupervised access to children have obtained an Enhanced Disclosure Scotland.
- Ensure that staff or volunteers who have not been checked through Disclosure Scotland are **never** alone with the children at any time.
- Ensure that all participants are fully aware of their responsibility under the law.

What to do if something goes wrong.

If you have any reason to suspect that a youth is being abused:

- Inform the Club Youth Co-ordinator immediately of your suspicions
- Make a written record of all details of the facts known to you, and give a copy to the most appropriate youth contact.

If a youth tells you about abuse by someone else:

- Stay calm, do not be shocked, and try to act normally
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself.
- Offer support and reassurance, assure them that you believe what they say. Explain that you cannot keep it a secret, and that you will speak to a designated person about it.
- Report the matter as detailed above.

If you receive an allegation of abuse about any other leader, or about yourself,

- Immediately inform the Youth Co-ordinator and keep a written record of all the facts as you know them.
- Try to ensure that no-one is placed in a position which could lead to further compromise.

Please note that the term abuse does not only relate to physical or sexual abuse, but any failure to care for young people according to our policy.

In all cases, but particularly more serious concerns, you must refer the matter to a designated contact person who has been trained in Child Protection issues.

Kirkintilloch Players acknowledges the help of the SCDA in producing this policy.