



## The Rodolfus Foundation Limited

### Code of Conduct for Adults working with Children and Young People

#### Aims

The Rodolfus Foundation seeks to provide a safe and supportive environment which promotes the well-being of all staff and students and secures the very best outcomes for students in line with its musical, educational, and pastoral aims. This Code of Conduct seeks to clarify what is expected of adults associated with the Foundation and is an important part of the overall strategy to safeguard young people. It is also intended as a guide to inform direct practice.

Those to whom this document applies fall into the following categories:

**Adults:** For the purposes of this Code the term and references to 'Adult' means the following: all teaching and other staff (whether paid or unpaid, employed or self-employed) and volunteers or other individuals, who work for or provide education or management on behalf of the Foundation, including Trustees.

**Students:** any person receiving education from the Foundation, in a school setting, on a residential choral course, or as a member of the Rodolfus Choir.

**Young Person/ Child:** any person under the age of 18 who is receiving education from the Foundation, in a school setting, on a residential choral course, or as a member of the Rodolfus Choir.

It is a condition of employment, both paid or voluntary, that this Code of Conduct is read and signed as part of the induction process. A failure to adhere to the Code of Conduct may result in disciplinary action, dismissal and/or legal action.

#### 1. Positions of trust

1.1 All adults working on behalf of the Foundation are in a position of trust with respect to the welfare of students and need to accept the responsibilities associated with the trust inherent in such a relationship. The responsibility is discharged, in large part, by the maintenance of respectful, caring, and professional relationships between adults and students, and between adults themselves. Behaviour by adults should at all times demonstrate integrity, maturity and good judgement.

1.2 Adults must not form or promote an improper or personal relationship with a student, young person or child who is taking part in any of the Rodolfus Foundation activities.

1.3 It is a criminal offence for an adult in a position of trust to engage in any form of sexual activity with, or in the presence of a child or young person. This applies to all children and young people up to aged 18.

1.4 Adults should not be perceived to have favourites or foster social or over-friendly relationships with students during, or after a course or event.

1.5 Grooming is the name given to behaviour where the purpose is to gain the trust of a child and manipulate a relationship so that sexual abuse can take place. Adults should be aware that giving special attention and favour to a student might be construed as part of a grooming process, which is an offence.

1.6 Any adult who becomes involved in a Police or Social Services investigation, in any capacity, must inform their senior manager of the details of the situation immediately. Adults in positions of trust should be aware

that circumstances in their personal life can be relevant to their suitability to continue working with children and young people on behalf of the Foundation if it involves statutory authorities.

## **2. Safeguarding & Information Sharing**

2.1 Adults must be aware of their safeguarding responsibilities and understand that any potential concern disclosed by a young person, or concern about the conduct of another member of staff must be reported to the Designated Safeguarding Lead (DSL) without delay, in accordance with the Foundation safeguarding policy.

2.2. Confidential information should always be used sensitively and with respect to its confidential status. Confidential information can be shared when it is appropriate to safeguard the welfare of a young person. If in doubt, seek advice from the DSL or another senior member of staff.

2.3. Confidential information should not be discussed casually in places or at times where confidentiality could be compromised.

2.4 Any contact made by the press or media relating to any student matter, or any other matter, should be referred immediately to the Course/Event Directors.

2.5 Adults who wish to deal with the press/media in a private capacity (e.g. correspondence, publications, and debate) should, as a courtesy, inform the Course/Event Directors. Adults must be aware of the possibility that their views as individuals may be adversely linked to the reputation and image of the Foundation.

## **3. Professional Accountability**

3.1 All adults have a responsibility to maintain public confidence in their ability to safeguard and promote the welfare of students. Adults should be aware that they are role models and should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, managers, students, and parents of students.

3.2 Pastoral work in houses takes place at times when students may be preparing to go to bed. Adults should be vigilant about their own behaviour and sensitive to the potential for embarrassment or misinterpretation. Any visually intrusive behaviour should be avoided, and students' need for privacy balanced against supervisory duties.

3.3 Never drink alcohol or smoke in the presence of students, nor purchase alcohol or cigarettes for them. Adults should not drink alcohol while solely and directly supervising students as they may be called upon to act if an emergency occurs.

3.4 Adults should avoid discussion of their private and personal relationships in the presence of students.

## **4. Physical Contact**

4.1. Although physical contact is generally not required for the purposes of teaching, there may be occasions when it is appropriate to provide assistance. However, adults must never touch a student in a way that could be considered indecent or aggressive.

4.2 Adults must never use physical punishments.

4.3 Adults must always be prepared to explain actions and accept that all physical contact with students, whether one-off or regular (for example as part of training or coaching in a particular skill) may be open to scrutiny.

4.4 It is important to be sensitive to any discomfort expressed verbally or non-verbally by the student. Contact should only be with the student's agreement, the reason for and form of the contact should be clear to the student, the context should be an open and relevant one, and contact should last for the minimum time necessary. Consider alternatives to achieve the same ends without physical contact.

4.5 Avoid the use of shared toilet/changing facilities at the same time as students, and never shower or change with students. Use designated staff facilities where available.

4.6 There is no reason to be alone in a room or car where there is no means of immediate exit. Doors should not be locked. If the door to a room in which an adult and student might be alone has no window, it is preferable that the door be left open.

4.7 It is best practice to inform a senior member of staff on duty of the details should the situation arise whereby it is necessary for an adult to be in a room alone with a student.

4.8 Only in extreme circumstances (e.g a student needing urgent medical treatment) should an adult and a student travel alone; this should be sanctioned by one of the course/event Directors before leaving. In non-emergency situations, parental permission should be sought before leaving. It is best practice to have two adults in the car if there is just one student, or at least two students if just one adult is available.

4.9 When teaching a young person through on-line technology, students should remain in an open or public part of the house wherever possible, and parents should be aware that the lesson is taking place.

## **5. Dress and appearance**

5.1 Dress should be professional and avoid clothing that is likely to be viewed as offensive, revealing or sexually provocative, or which contains contentious slogans.

5.2 When teaching online, ensure that the background when making video calls is as neutral and professional as possible – there should not be personal items in view to students, nor anything that would be inappropriate for students to be viewing.

## **6. Communication with students during the course (including the use of technology)**

6.1. Communication with students should be carried out in a professional manner. Swearing and offensive language or comments are not acceptable.

6.2 Private phone calls, texts, emails, or via social media should not be exchanged between adults and students before, during, or after the course. Neither should they share personal information with students via digital means and should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role.

6.3 Adults should be aware that they leave themselves open to disciplinary action if compromising images or views which bring their own or the Foundation's reputation into disrepute are made available on a public profile by anyone.

6.4. Online communication with students should not involve the use of digital cameras, web-cams, Skype, FaceTime, videos or chat-rooms.

6.5 Any screening of film content by whatever means to students must be appropriate to the age group, following BBFC guidelines where they exist, with particular attention to an "18" film rating. Screening of any footage or image must be from legal sources.

6.6 Some activities may involve recording images of students, e.g. for publicity via Twitter and written permission from a parent or carer must be obtained for this. Security of images must be a high priority and in-line with the Foundation Policy for Data Protection. Such images should only be used on the Foundation's Facebook and Twitter pages, or the Foundation's website.

6.7 Under no circumstances should adults access inappropriate websites or images, including sites related to pornography, self-harm and suicide, political extremism and violence. Accessing indecent images of children, and making, storing or disseminating such material are illegal and if, proven, may lead to the individual being barred from work with children and young people as well as disciplinary and legal action.

## **7. Communication with Students following the conclusion of the course.**

For the safety and welfare of all concerned, please adhere to the following guidelines in relation to communication with ex-students under the age of 18:

- 7.1. Communication should be via email or letter, rather than phone/text or personal social media accounts.
- 7.2. Any email or letter from an ex-student will be sent to the Administrator, who will forward it to the member of staff concerned. Any reply from a member of staff should be sent to the Administrator, who will forward it (with a covering note if applicable) to the parents of the ex-student. All parties should be aware that the Administrator can and may well read the communication.
- 7.3. Post-course communication should never be initiated by a member of staff. Members of staff should not give their personal contact information to students. If any member of staff receives unsolicited communication from an ex-student (sent to, for example, the postal or email address of the institution at which the member of staff works or studies), the Administrator must be notified immediately and any further communication go through them.
- 7.4 It is not appropriate to become “friends” or “followers” with students on social media platforms. It is best to ensure that all possible privacy settings are activated to prevent contact on personal profiles and to prevent students from accessing photo albums or other personal information which may appear on social networking sites.

## 8. Employing relations or partners of staff or trustees

- 8.1 If relations or partners of staff or co-trustees wish to assist the Foundation in a voluntary capacity, they should adhere to the Foundation’s Code of Conduct and any such involvement should be approved by the staff member’s line manager or, in the case of trustees, with the Chair of Trustees. No such work should in any way impinge on any work currently being undertaken by the Foundation’s employees.
- 8.2 Staff and trustees should not engage relations or partners in remunerated work on behalf of the Foundation without prior consent from their line manager or, in the case of trustees, without the approval of the Chair of Trustees.
- 8.3 Staff and trustees of the Foundation should not behave in any way that are contrary to the Foundations Core Values, Aims and Objects or which could bring the Foundation into disrepute.

## 9. Emergency procedure

- 9.1. In an emergency call 999.
- 9.2. The Course Matron and Senior staff should be informed as soon as possible.
- 9.3. In the event of fire, please follow instructions displayed around the host school campus.
- 9.4 In the event of any other type of emergency, please follow instructions from senior staff

## 10. Signed Confirmation of the acceptance of the terms of the Code of Conduct

**I confirm that I have read this Code of Conduct and understand I am responsible for upholding the practice standards outlined within it. Failure to follow the guidance set out in the Code may result in suspension or dismissal. In addition, any breaches which present a safeguarding or criminal concern will result in a referral being made to the Local Authority, Police and any relevant professional or regulatory organisations.**

**Signed**.....

**Print**.....**Date**.....