



Conduct guidelines for working alongside children, young people and vulnerable adults.

Working with children, young people and potentially vulnerable adults can be rewarding but also for some people, daunting. These guidelines are designed as a reminder for all staff and volunteers of their responsibilities and obligations, while working on behalf of the New Wolsey Theatre.

These guidelines don't replace or supersede our Safeguarding Policy and are intended as a simple framing device to allow you to understand and demonstrate the appropriate behaviours when working with a child, young person or a potentially vulnerable adult.

For clarity:

A child is legally defined as someone under the age of 18.

'Young Person' has no legal status but is often used to acknowledge that 16 and 17 year olds might not think of themselves as children.

Potentially vulnerable adults are people who are or who may be in need of community care services because of a cognitive disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

There will be situations where you will be working alongside someone who is over 18 but is at the Theatre as part of a project that has either been organised by the Theatre (for example a Youth Theatre production), or by an education provider (a College or University). In these circumstances you should treat that young adult in the same way that you would treat a child or young person. They are not your peer, despite legally being an adult.

Things to remember

Always prioritise the safety of the child, young person or potentially vulnerable adult at all times.

Always act within professional boundaries - ensure all contact with children, young people and potentially vulnerable adults is part of the project you are working on.

Always use NWT social media and email accounts to interact with children, young people and potentially vulnerable adults as the use of personal accounts is not permitted.

Never give out personal details; do not friend or follow children, young people and potentially vulnerable adults you are working with on social media.

You are in a privileged position and will be seen as a role model. Behave appropriately and use suitable language at all times.

Do not touch or hug a child, young person or potentially vulnerable adult, even if they ask you to. Politely say you are not allowed to hug or touch. If you need to touch them as part of your job, ask permission and respect their answer. You may need to find a different way to achieve your objectives.

Never agree to keep a secret – and report anything concerning to your line manager or a Safe Guarding lead.

Only take on practical caring responsibilities in an emergency. If a child, young person or potentially vulnerable adult needs care, alert your Line Manager.

Listen to and respect children, young people and potentially vulnerable adults at all times; don't patronise them and avoid favouritism.

Treat children, young people and potentially vulnerable adults fairly, and without prejudice or discrimination.

If you observe children, young people or potentially vulnerable adults engaging in bullying behaviour, or other behaviours that may put them or others at risk, you must report it immediately to your Line Manager or the Safeguarding Lead.

If you have any concerns about the welfare of a child, young person or potentially vulnerable adult, or think someone is behaving inappropriately around them you have a duty to report your concerns. It is not OK to do nothing.

This document isn't definitive, and all staff and volunteers are encouraged to periodically re-read the full Safeguarding Policy. If you have any questions about anything concerning a child, young person or potentially vulnerable adult, please speak to your Line Manager or a Safe Guarding lead.

Safeguarding Leads:

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A Safeguarding concern can also be reported to **NWT Board Member Laura Herbert** if, for any reason, you are concerned that the matter will not be appropriately dealt with by the NWT's Safeguarding Leads. Laura.sian.herbert@gmail.com