

Staff Code of Practice

As an adult leader working with young people for the MPA you should always:

- Respect everyone as an individual
- Set the example you want others to follow
- Be sensitive to the views and requirements of others
- Plan to have more than one adult present during activities
- Be prepared to listen
- Follow the Policy and Code of Practice laid down by MP A
- Remember that you are accountable to the young people, their parents/carers and the MPA
- Ensure that parental consent in writing is given to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/ or other medical treatment
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Ensure that parental consent is obtained if MP A officials are required to transport young people in their cars.

You should never:

- Tolerate abusive or bullying behaviour
- Show favouritism
- Engage in inappropriate conversations or physical contact with young people
- Deliberately place yourself or others in a compromising situation
- Make suggestive remarks or actions
- Assume that you will never be involved in a case of child abuse

Recognising abuse and taking action

Cases of abuse whether physical, sexual, emotional or neglect will normally come to light through:

- Disclosure by the young person
- information from a third party
- observation of unexplained injuries or change of behaviour

If you suspect a young person is being abused:

- Keep calm, listen but do not question or investigate
- Do not challenge parents about your concerns
- Record all details which support your suspicions or information you have been given
- (include dates and times)
- Refer your concerns to the lead Safeguarding Officer or Chairperson if officer not on site
- and agree what action is appropriate
- Never agree to confidentiality as you must inform others, but be discrete with information

In addition to the above MPA would like to impress upon our staff the importance of leading by example and to support the following guidelines

- Arrive at rehearsal a minimum 10 minutes ahead of scheduled start time, if going to be late make sure other senior staff are aware
- Wear appropriate rehearsal clothing
- Do not use mobiles in rehearsal halls for making calls or reading text, if need to use leave the hall
- Encourage all members to sit together when on breaks if possible, sit with the younger members
- With the younger members keep language appropriate
- Ensure the halls are left clean and tidy even if messy on arrival
- Do not allow members to use school equipment
- Be aware of members over throwing weapons near lights in sports hall
- Make sure all Mayflower equipment is packed away and allocate members to take responsibility for getting equipment loaded on to the van
- If unable to attend a rehearsal please notify chairperson so staff rota can be adjusted

Mayflower Performing Arts really appreciates all their staff and the support they give to Mayflower and we never forget that all this support is totally voluntary. These guidelines are purely to ensure we continue our own high standards of being one of the leading and most respected organisations within WGUK.