



Code of Conduct

Whilst it is important for adults to understand their responsibilities with children and young people, we want to ensure that specific advice is given concerning the behaviour of all employees, artistic volunteers and contractors, development officers, other volunteers and any others who meet specifically with children and young people but also all other participants through our dance activity. In addition, those who employ others should know what standard of behaviour is acceptable.

OUR ORGANISATION

Blue Moose Dance Company consists of two legal entities Blue Moose LTD and Blue Moose Dance Company CIC. This policy refers to and incorporates all activity which takes place within Blue Moose Ltd and Blue Moose Dance Company CIC.

Blue Moose LTD, Registered Company No. 10963231

Blue Moose Dance Company CIC, Registered Company No. 09343271

All employees/volunteers/contractors must agree to the following code of conduct prior to any contract or agreement of employment of volunteering

BEHAVIOUR

Artists will:

- Be professional and maintain the highest standards of personal behaviour and appearance at all times
- Be aware of situations, which can be misconstrued or manipulated by others.
 - For example, if an Artist is alone with children and young people in the changing rooms or similar place, they are open to the possibility of allegations about their behaviour.
- Be vigilant and aware of how actions can be misinterpreted.
- Be very aware that physically handling a participant, perhaps to develop a skill, can be misconstrued by an observer or even by a participant.
- Not appear to favour or show interest in one person more than another.
- Never swear or use or respond to sexual innuendo.
- Not be under the influence of drink, drug or any other illegal/altering substance.
- Artists will direct all enquiries and offers of future work to Blue Moose Dance Company, which occur as a direct result of work contracted by Blue Moose Dance Company.
- Adhere to Blue Moose Dance Company's Safeguarding, Digital Safeguarding and Social Media, Data Protection, Anti-Bullying and Equal Opportunities Policies.

STRUCTURE/CONTENT

Artists will:

- Arrive in plenty of time to set up and/or prepare for the activity and ensure that safety checks and dynamic risk assessments are carried out prior to activity commencing.

- Design and use training methods and programmes which, are wholly appropriate to the individuals engaging in the provision.
- Conduct all dealings with children and young people in a public environment in full view of others, in order that all behaviour can be observed.
- Ensure that you are not alone when working with children and young people on an individual basis. This also means that children and young people should not be alone in cars or homes with a dance artist/teacher/volunteer on a regular basis. The presence of others is an insurance against false accusations.
- Ensure that any disciplinary measure/sanction is non-violent and does not involve humiliating children and young people
- Be aware that all participants have a right not to partake in any activity that they feel uncomfortable with.
- Any creative medium can invoke personal reactions and emotions in participants and therefore sensitivity and awareness is important.
- Ensure that all music and content does not contain expletives or adult themes
- Avoid gestures/movements, which could be suggestive/have sexual connotations, even if it is a popular trend.

GENERAL SAFETY

- All Artists will adhere to Blue Moose Dance Company's Health & Safety Policy.
- All Artists delivering on behalf of Blue Moose Dance Company, where possible, will be qualified First Aiders and will have access to a First Aid Box at all times. In the event of an accident, only First Trained Artists will administer First Aid when absolutely necessary with the consent of the participant, (or Parent/Guardian if under 18) unless in extenuating circumstances, and/or call 999.
- In the event of an Artist not being First Aid trained, the Artist will familiarise themselves with the location of the nearest First Aid Box and First Aider on arrival at the premises/venue.
- All Artists will record any incident/accident when any participant is injured whilst participating in BMDC sessions in an Accident/Incident record sheet, to be returned to Sarah Hall, Health & Safety Officer of Blue Moose Dance Company.
- If a participant arrives at the session with an obvious physical injury that cannot be translated, the participant will not take part in the session. See Appendix 1 for more guidance on translation.
- In the event of emergencies on premises the fire drill of the building will operate.
- Blue Moose Dance Company will ensure all Artists keep insurance and public liability up to date annually and will hold a copy of relevant certificates.
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EQUALITY

Artists will:

- Respect the rights and dignity of every person and treat everyone equally within the context of their dance activity.
- Place the well-being and safety of the participant above the development of performance.
- Never ridicule a participant for making a mistake.
- Follow all guidelines laid down by each Governing Body: National Dance Teachers Association, People Dancing & One Dance UK.
- Adhere to Blue Moose Dance Company's Equal Opportunities Policy.

RECORDED MATERIAL

Prior to any images or film footage being taken, permissions must first be sought by Blue Moose Dance Company, from all Parents/Guardians or Participants. Photographs and films will be stored

securely, and names of children or young people will never be disclosed alongside a photograph of film of the child or young person unless prior consent is sought and provides an additional benefit with no further detriment to participant safety (i.e. in the compilation of a case study, profile or report).

LANGUAGE

Language and conversation will be appropriate when talking to or within hearing distance of children and young people. Likewise, all participants will be encouraged to maintain the same standards in language and conversation, both with the Volunteer and with each other.

TOUCH

Dance is a physical activity and in recognising that it is a physical activity it is therefore inevitable that physical touch will be an integral part of that experience. This physical touch can include the teacher/dance artist having to touch a child or a young person in order to demonstrate a particular movement or improve posture. Touch can also be to encourage a child or a young person to work contact with their peers, i.e. in pairs/trios. Therefore the touch of children and young people must be recognised as important to the task of the Teacher/Dance Artist in order to teach participants.

The following areas are specific areas to be aware of:

- Touch is given and directed in a respectful and non-threatening manner
- Verbal permission is sought from all participants in a polite an open manner in order for touch to take place/consent to be given
- It is important to highlight to all participants that it is ok to say no and they do not have to partake in any activity which they do not want to
- Have awareness of the issues of power, physical size and bullying within a group of participants, in particular children or young people, in encouraging the working of pairs/trios. It is important that children and young people are made aware of their behaviour is uncomfortable/frightening to their peers.
- Artists are not to be involved in the changing of children/young people. Privacy for individuals (girls and boys) when changing and separate facilities should be available at all times.

See Appendix 2 for more articles on the use of touch.

SAFEGUARDING

Artists will:

- Report any concerns within the area of safeguarding for Children and Young People (physical, emotional, sexual or neglect and bullying), in confidence and without delay, to the DSL lead at Blue Moose Dance Company.
- Never discuss an allegation or suspicion with another person, other than Children's Services / the Police, before one of the above persons has been contacted
- When reporting an allegation or suspicion, record information, including relevant details. This includes the nature of the allegation, background information of the parties involved, the period of time to which the allegation relates and the degree to which the information is known to be fact rather than opinion or hearsay
- At no times make comment to the media with regards to matters of Child Protection and Safeguarding
- Registers and contact details of all participants will be kept in a secure place and only used in relation to the activity.

RELATIONSHIPS/ATTITUDES

It is important to have an open and respectful relationship with all participants. It is essential that an Artist never;

- Engages in physical games/horseplay which is not part of structured activities
- Makes sexually suggestive comments to participants
- Engages in sexually provocative games
- Uses inappropriate language or inappropriate disclosures
- Adopts inappropriate behaviour or conversations of a sensitive nature
- Allows children to use inappropriate language. If this does occur this must be discussed with the parent/guardian.

Whilst building relationships with the children and young people necessitating one to one interaction, Artists must not;

- Spend time alone with children or young people
- Take children alone on car journeys
- Escort children and young people in and out of buildings alone
- Take children or young people to their home
- Give your personal contact details to children; organisational details should be used instead or group WhatsApps can be used under certain guidelines (see Digital Safeguarding and Social Media Policy)
- Text/telephone/email children on a one-to-one basis unless with parental consent and for a specific purpose.
- Keep photographs of Children and Young People on your personal phone or camera.
- Regarding social media, never add/accept children and young people as friends on your personal social media accounts.

In the event of an allegation of improper behaviour being made, the personal conduct and professional behaviour of the adult will be very important evidence. For abuse of children and young people to take place, particularly sexual abuse, the person and the child or young people will generally be alone and away from public view. Thus, the best practice is to avoid all situations in which behaviour cannot be observed.

Appendix 1: Translation

Visit Stopgap's website for more guidance on Translation Principles in Dance

<https://www.stopgapdance.com/story/translation-principles/>

<https://www.stopgapdance.com/story/a-trip-with-translation/>

https://www.youtube.com/watch?v=Frm5_sJVZgE

Appendix 2: Touch

Further discussions and articles on appropriate use of touch across the dance can be found here:

<https://www.communitydance.org.uk/DB/animated-library/hands-on-hands-off?ed=14068>

<https://www.royalballetschool.org.uk/wp-content/uploads/2013/11/Appropriate-Contact-in-Dance-Policy.pdf>