

# All Set Project

## *Code of Good Practice & Code of Good Conduct*

The above document was reviewed and adopted by the Management Board  
of the All Set cross-cultural project on 23<sup>rd</sup> October 2019

Chair  
Connor Moore

Signed: *Connor Moore*

# *ALL SET CROSS CULTURAL PROJECT*

## **Codes of Good Practice and Conduct (Artists,Volunteers & Board Members)**

ALL SET CROSS CULTURAL PROJECT is committed to providing a safe environment for all our participants. Part of this commitment includes ensuring the safety and protection of the children we come into contact with. This includes proper recruitment and vetting of staff/volunteer facilitators, ensuring facilitators have appropriate child protection training, providing a code of conduct for staff/volunteers and having appropriate child protection and health and safety procedures in place.

All Set has implemented the following code of conduct which gives guidelines for acceptable behaviour when young people are present. These guidelines will also prevent All Set staff/ volunteers from putting themselves in a vulnerable position.

When carrying out any duties on behalf of ALL SET CROSS CULTURAL PROJECT, staff both full / part time and voluntary will be expected to adhere to the following practices and codes or rules of conduct:

Will have read and understood the All Set Project's Safeguarding & Health & Safety Policies.

Will have read and understood the All Set Project's Code of Good Practice & Code of Good Conduct Policy

Staff/volunteers should, at all times, show respect and understanding for the rights of all participants, their safety and welfare, and conduct themselves in a way that reflects All Set's commitment as stated above.

Any personnel who suspects or witness's abuse is obligated to immediately refer to All Set safeguarding procedures.

Failure to do so may lead to disciplinary action.

Whenever possible, staff/volunteers should ensure that they are not working with children without at least one other adult being present. Or in the case of teaching music – that window blinds are open and doors ajar. All volunteers must avoid 'one-to-one' situations whenever possible.

Tutors may send recordings of music via whatsapp to students. A parent of those under 17yrs will be included in these messages.

During FastTrad programme, only the authorised personnel i.e. tutors will undertake the music classes or workshops.

Good communication and planning between the All Set co-ordinators and the receiving organisation should insure that this situation will not arise.

1. Staff/volunteers must ensure that physical contact is avoided if possible however permission may be sought from the participant if physical contact is required. This may occur during the dance element of the project and during the music element where positioning of fingers may be required. If the pupil does not give permission for physical contact, the tutor must respect this.
2. Avoid rough play or using physical restraint.
3. Arrangement by staff/volunteers to meet young people / children under the age of 16 for non-school activities is not permitted without the full knowledge and support of the young person or child's parent / guardian.
4. The use and misuse of illegal substances and alcohol is not permitted while carrying out the duties of All Set. Such use can result in the termination of the staff/volunteer's work with All Set.
5. Swearing and having conversations of an adult nature with adults or children and young people is not appropriate when children and young people are present.
6. Avoid conversations which draw you into making personal comments about appearances or show favouritism. Never ridicule, insult or make little of any child or adult during All Set activities.
7. Language and behaviour which may be experienced by others as oppressive e.g. on the grounds of gender, race, religion, disability, political belief, sexual preference or marital status is considered unacceptable and may result in the termination of work with All Set

Staff,Volunteers,Board must make themselves available for training e.g. Health and Safety, Safeguarding & Child Protection Training etc, as this is essential for the efficient and safe running of the ALL SET CROSS CULTURAL PROJECT. A disclosure check will include Access N.I. checks of personnel directly involved with children & vulnerable adults.