

Sansara Choir: Staff Code of Conduct

29.11.22

Purpose

This code of behaviour aims to make sure everyone who participates in Sansara's services knows what is expected of them and feels safe, respected and valued.

Sansara ("the Choir") must make sure that everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

Basic principles

This code of behaviour aims to:

- identify acceptable and unacceptable behaviour,
- encourage cooperation, honesty, fairness and respect,
- encourage you to recognise and respect the rights of others,
- encourage you to take responsibility for your own behaviour,
- help resolve conflicts and outline what will happen in the instance of failure to abide by the code of conduct.

Good Practice

You should:

- treat all using the Choir services with respect,
- ensure that all activities with children/vulnerable adults have more than one adult present or at least one that is within sight or hearing of others,
- respect the right to personal privacy,
- be aware that physical contact with a child or vulnerable adult may be misinterpreted, and avoid it completely wherever possible,
- challenge unacceptable behaviour,
- report any allegation or suspicions of abuse to the Designated Safeguarding Lead (DSL - Fiona Fraser, fiona@sansarachoir.com). In the case of allegations against Fiona Fraser, report to Sarah Rennix (Designated Safeguarding Trustee, sarahrennix@gmail.com).

You should not:

- allow a situation to arise in which you are alone with a child or vulnerable adult,
- engage in bullying behaviour towards other people (online or offline),
- behave in a way that could be viewed as intimidating or abusive,
- allow safeguarding concerns to go unchallenged, unrecorded or not acted upon,
- do personal things for a child/vulnerable adult that they can do for themselves. If a child or vulnerable adult has a disability, any tasks should only be performed by a dedicated support worker.

Examples of what should be reported/recorded

Any incidents which cause concern in respect of at-risk individuals are required to be reported immediately to the Designated Safeguarding Lead. Below are examples of incidents which should be reported:

- a child/vulnerable adult is accidentally hurt,
- there is concern that a relationship is developing which may be an abuse of trust,
- you are worried that a child/vulnerable adult is becoming attracted to you,
- you are worried that a child/vulnerable adult is becoming attracted to a colleague,
- you think a child/vulnerable adult has misunderstood or misinterpreted something you have done,
- you have been required to physically restrain a child/vulnerable adult to prevent them from harming themselves or another or from causing significant damage to property,
- you see suspicious marks on a child/vulnerable adult,
- you hear of any allegations made by a child/vulnerable adult of events outside Choir events,
- you are concerned that an individual is being influenced or radicalised by any extremist group or ideology,
- you are concerned that an individual or organisation is inciting hatred or violence.

Recognition of abuse

The Choir recognises that its staff may not be familiar with working with children/vulnerable adults or individuals who may be vulnerable to radicalisation and may not be in a position to recognise abuse.

Abuse can occur within any setting and abusers may seek to use community and voluntary organisations to gain access to at-risk individuals.

There may be indicative signs of abuse which include:

- unexplained or suspicious injuries, particularly if such an injury is unlikely to have occurred accidentally,
- an injury for which there may be an inconsistent explanation,
- descriptions of an abusive act or situation,
- unexplained changes in behaviour,
- inappropriate sexually explicit behaviour or sexual awareness,
- a distrust of adults,
- the child/vulnerable adult is not allowed to be involved in normal social activities.

Procedure for reporting

If a disclosure of abuse is made or an at-risk individual acts in a way where abuse is suspected the person receiving the information is required to:

- not give assurances of confidentiality but explain you will need to pass on this information to those that need to know,
- react in a calm and considered way but should show concern,
- tell the person making the disclosure that it is right for them to share this information and that they are not responsible for what has happened,
- take what has been said seriously,
- only ask questions to ascertain whether there is a concern but not interrogate,
- listen and not interrupt them if they are recounting significant events.

Make a comprehensive record of what is said and done as soon as possible and before leaving work. Keep all original notes as they may be needed as evidence.

The comprehensive record should include the following:

- A verbatim record of the account of what occurred in their own words. You should note this record may be used later in a criminal trial and therefore needs to be as accurate as possible.
- Details of the nature of the allegation or concern.
- A description of any injury; please note that you must not remove clothing to inspect any injuries.
- The incident, allegation or concern should be reported immediately to your Designated Safeguarding Lead for appropriate action to be taken.
- If the concerns relate to the Safeguarding Lead themselves then a concern must be referred directly to the Choir's Designated Safeguarding Trustee, Trustees, Police or Local Authority Designated Safeguarding Officer (LADO), as appropriate.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour.

This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We may also decide that a sanction is appropriate such as restricting you from taking part in some activities.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we may need to give you a final warning. Again this will be recorded and the Choir will inform parents or carers as appropriate.

At this point, we may need to talk with you and parents or carers about other services that might be more able to give you the support you need.

Confirmation of reading:

I confirm that I have been made fully aware and understand the contents of the Staff Code of Conduct for Sansara Choir and have retained a copy for my records.

Please fill out the details below and return the completed form to fiona@sansarachoir.com.

Name (print):.....

Signature:.....

Date (DD/MM/YYYY):