

**1.Code of Conduct: Working with Young People**

This document sets out The Cracked Slipper Companypolicy, principles.

good practice guidelines on professional boundaries with Young People.

 It is recognised that staff must establish rapport with participants, provide support that optimises the potential of the organisation. However, staff are responsible for ensuring that they establish and maintain appropriate professional boundaries between themselves and the participants.

The guidance applies to all contact with all participants and should be incorporated into day-to-day practices.

2 **Policy**

 All staff must be aware of and follow The Cracked Slipper Companies

 Safeguarding Policy and operational procedures. All staff Volunteers.

 and Trustees will be expected to adhere to this Code of Conduct.

2.1 **Health and Safety:**

Staff/ volunteers must adhere to The Cracked Slipper Company Health and Safety Policy and follow all procedures to protect themselves and all participants.

2.2 **Registration of Young People:**

All participants of classes, groups or workshops must fill in a registration form before attending The Cracked Slipper Company. If they do not register, they will not be able to attend. Staff must make sure that all areas of the Registration form are filled in giving emergency contact details, information in regard to special requirements medical health, dietary requirements, language assistance. And all permissions are given for film and photography.

All details must be kept at hand during every session. All details must be stored in line with The Cracked Slipper Company Data Protection and confidentiality policy.

2.3 **Befriending:**

 Staff must never overstep professional boundaries and confuse

 befriending with friendship. All staff/volunteers must be aware of the difference between engaging with young people in a professional capacity during groups and workshops and becoming a friend which is inappropriate. Staff Volunteers must not encourage interaction with young

people outside of the group. Staff/volunteers must not give participants young people their personal contact details. Staff/volunteers must not communicate with participants through forms of social media.

2.3 **Counselling**

 Staff/ Volunteers must be aware of the difference between being supportive and Counselling. The Cracked Slipper Company is not a counselling service and therefore recommendations alone can only be given for other services they can contact.

**2.4 Influence**:

 Staff /volunteers must be careful not to influence young people with their own beliefs religious or political and personal values. Staff should also be aware of their potential to influence vulnerable and or impressionable young people.

**2.5 Respect**: All participants must be treated as equal. Celebrate and respect differences in our organisation and not discriminate against anyone else on the grounds of gender, race, sexual orientation, or ability.

Any incidents of bullying including homophobia and transphobia must be reported to a Trustee.

Make The Cracked Slipper Company a welcoming and friendly place to be.

**2.6. Privacy:**

Staff/volunteers must respect young people’s rights to privacy and be sensitive and responsive to any different personal and cultural needs.

Staff/Volunteers must not share any personal information about themselves or other members of staff or volunteers to participants/young people.

**2.7 Disclosure**:

. Any disclosure made will be handled with confidentiality in

 Line with The Cracked Slipper Company Confidentiality policy

And the safeguarding policy and procedures must be followed within the set timescale.

 **2.8 Touch – Physical Contact**

Physical contact apart from that appropriate to the drama and performance must be avoided. Contact such as hugging may be misinterpreted as affection outside of the professional relationship. Therefore, you must be aware that physical contact risks being misunderstood and may result in staff/volunteers being vulnerable to allegations of inappropriate professional behavior.

If physical contact is necessary (e.g., in an emergency) tell the young person clearly what you are doing and why and seek their permission and give choices where possible have another member of staff with you.

**2.9 Aggression and the use of inappropriate language:**

The Cracked Slipper Company does not tolerate inappropriate language directed at young people or other members of staff/ volunteers or used in any other way. Inappropriate, foul, sexualized or discriminatory language is not acceptable at The Cracked Slipper Company. This is also stipulated within the rules for young people when registering to join our groups, therefore this must be mutually respected.

The Cracked Slipper Company does not tolerate aggressive behavior directed at young people or other members of staff/volunteers. Again, this is stipulated within the rules for young people when registering to join our groups, therefore this must be mutually respected.

**2.10** **Financial**

Staff/ volunteers must not enter into any financial transactions with Participants/ Young people. Staff/volunteers must not borrow money or possessions from participants/ young people or lend their money or possessions to participants/young people.

**2.11 Discussing Others**

Gossip or hearsay should not feature as part of The Cracked Slipper Company Culture and should be actively discouraged among staff and volunteers. Staff/volunteers must never discuss other members of staff or volunteers with participants/young people. If this does occur it should be reported to the board of Trustees,

**3. Managing Boundary Issues**

3.1 Staff/volunteers may unwittingly be put in a position where their relationship with service users is compromised or be drawn into conversations or situations where their boundaries are being stretched or crossed. In some situations, the fine line between good and bad practice may not always be obvious or clear.

3.2 A staff member or volunteer should seek guidance from a Trustee if they are unsure about the nature of the relationship developing with a participant, or if they need advice on how they intend to deal with a situation.

33 In situations where it has not been possible to access support in this way, any action which has been taken must be discussed with a Trustee as soon as possible.

3.4 Other members of staff/volunteers, particularly those with who are likely to work with the participant must also be aware of any boundary issues so that this can be dealt with consistently.

3.5 A written record of a broken or blurred boundary must be kept in the appropriate file or book (in accordance with organisational practice) – again to ensure openness and consistency.

**4. Monitoring and Review**

4.1 The Board of Trustees will be responsible for general monitoring of these guidelines. Transgressions will be reviewed with individual staff members, but in some cases, it may be appropriate to record examples for discussion as part of staff training or discussion at team meetings.

4.2 Significant and/or repeated breaches of this policy will lead to disciplinary action, up to and including dismissal.

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| **Review Date**  | **Date of any changes**  | **Changed By:** | **Comments:** |
| 10/04/21 | 12/04/22 | V Craig  | none |
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