

July 2023

Movema Code of Conduct





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Safeguarding

Safeguarding refers to measures designed to protect the health, wellbeing and human rights of individuals.

These measures allow children, young people and adults at risk to live free from abuse, harm and neglect.



Who is responsible for Safeguarding?

**Safeguarding is
everyone's responsibility**



All Movema staff and volunteers have a statutory duty to safeguard and promote the welfare of children, young people and adults at risk.

If any member of Movema has a safeguarding concern regarding a child, young person or adult at risk, they should follow the Safeguarding Policy and Procedure and contact the Designated Safeguarding Officer (DSO) or Designated Safeguarding Lead (DSL) without delay.

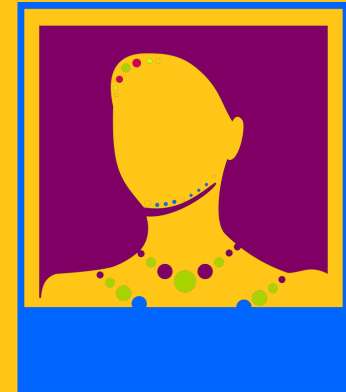
Code of Conduct 1

1. There should always be at least two adults with an enhanced DBS present working with the groups, either 2 Movema team members or a relevant partner organisation.
2. Wherever possible, these members of staff will remain in the same room as each other.
3. Should the group need to divide into smaller groups and work in different rooms, a single member of staff must work with more than one child, young person or adult at risk in a room.



5. Staff should not enter into inappropriate relationships with participants.

6. Staff should never give out their personal details, including mobile phones, social media profiles, bank details, etc. Staff should not accept friend requests to their personal accounts, pages or profiles on any social media platform from a young person. Any contact/messaging with a young person or adult participant through a social media platform should always be through an official Movema account and with a young person another member of staff copied in.



7. If a staff member needs to buy food or drink or give a young person money for travel, this is to be recorded and the DSL is to be notified.

8. Staff should not take lone project participants home in their car. If they have no way of getting home after a workshop, they should be put in a taxi rather than be taken in a staff member's vehicle. If this is not possible, the member of staff must inform the Designated Safeguarding Lead of the situation before leaving. In either case, staff should contact the parents/guardians of the child, young person or adult at risk to confirm these arrangements.



9. In cases where these guidelines contradict each other (for example, waiting outside a venue late at night with a lone child, young person or vulnerable adult, waiting for their parent who is late to collect them), staff should use their judgement as to the best course of action. Where putting the safety of the child, young person or adult at risk first places the member of staff in a vulnerable position s/he should make the environment as safe for themselves as possible (in this case waiting inside the venue with box office staff, or by telephoning the DSL to explain what is happening).



10. If in doubt about anything, contact the Designated Safeguarding Lead in the first instance.

Code of Conduct 2

You should never:

1. Engage in rough, physical or sexually provocative games such as horseplay.
2. Share a room with a child or invite or allow children to stay with you at your home.
3. Allow or engage in any form of inappropriate touching.
4. Make sexually suggestive comments to children, young people & adults at risk, even in fun.



6. Do not store photographs or films from activities on your phone long-term. If you use your own camera or phone to take photographs during a session (with consent), they must be downloaded/ saved onto a Movema computer or secure storage cloud and then deleted from your personal camera/phone immediately.



5. Do not give, lend or borrow money or property.

*If in extreme circumstances you do need to give or lend money to a young person (for example to ensure they have something to eat) you must notify the DSL immediately, and preferably obtain a receipt and claim the money back from Movema.



7. Do not do things of a personal nature for children, young people or adults at risk that they can do for themselves.

*It may be necessary for staff, freelancers and volunteers to do things of a personal nature for a child, young person or adult at risk to support them in a session (e.g. dressing and undressing, lifting), particularly if they are young, old or have a disability. These tasks must only be carried out with full guardian consent and with another adult in the room.

The actions must be responsive to the child, young person or adult at risk's reactions. If they do require this type of help, talk about what you are doing and give choices where possible.

Avoid taking on tasks that you are not appropriately trained for.

8. Do not allow allegations made by a child, young person or adult at risk to go unchallenged, unrecorded, or not acted upon.



Code of Conduct 3

Be an excellent role model:

This includes not smoking, drinking alcohol, taking illegal drugs or using inappropriate language in the company of children, young people or adults at risk. Respect all children, young people and adults at risk verbally, physically and emotionally.

Action:

If any of the following occurs, staff, freelancers and volunteers should report immediately to the DSL or DDSL and record the incident. The parents/ guardian or carer of the child, young person or adult at risk must also be informed.

- You accidentally hurt a child, young person or adult at risk.
- A child, young person or adult at risk seems distressed in any manner.
- A child, young person or adult at risk appears to be sexually aroused by your actions.
- A child, young person or adult at risk misunderstands or misinterprets something you have done.

Touch and safeguarding



Movement, body work and touch can make some people feel very vulnerable. Even though touch is so important, it is only valuable when it feels safe, comfortable and positive.

Touch must *always* be negotiated, and possibly non-verbally.

Create an environment in which participants feel genuinely able to make choices based on how they feel:

- each person needs to feel in control of what they do, or what is done to them.
- touch may become unacceptable at any time. Avoid maintaining touch if it has become unwelcome for any reason.
- negotiate and support activities on a moment to moment basis and encourage anyone else working with you to do the same.
- insist on this rule for any session: 'you can move in any way that you want as long as it doesn't hurt anyone else, or you'.
- stop or change what is happening at any time you feel uneasy about participants safety or comfort.
- report anything that makes you concerned or uneasy to the appropriate person.

Digital Code of Conduct 1



Online or Hybrid Sessions Participant Guidance

Group Safety

Movema facilitators will do our best to keep the group as safe as possible, but we need your help too.

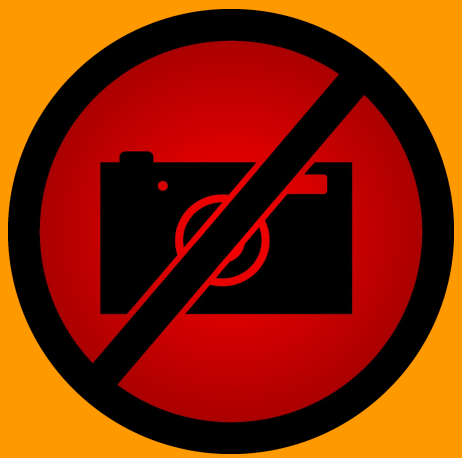
Please do not:

- bully, intimidate or harass any participant or staff member/leader,
- solicit login information or access an account belonging to someone else,
- post content that: is hate speech, threatening or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.



Live Video Chat & Digital communication

- Remember it's easy to misinterpret things online - remember to respect each other,
- Never use full names in the call, first names will do,
- Ensure you have the privacy you require for the session, and you are comfortable and safe (but please don't engage from your bed!)
- Make sure people you are living with know you are on a live video chat. Don't include them in the chat.
- Wear appropriate clothing, even on parts of you that you think won't be seen,
- Refer to a group leader directly if you feel worried about anything,
- Do not record or take photos of anything without the full consent of others. NEVER share any information such as content, photos or videos.



Submitting Videos

- Don't film things that might reveal your exact address, school or somewhere you go regularly (e.g. a sports club or activity),
- Don't use other people's individual film footage unless you've got their consent,
- Wear appropriate clothing,
- Keep yourself safe - only share what you're comfortable with people from the outside seeing what you're saying,
- Only submit videos to Movema official email addresses or phone numbers.



Protecting other people's rights

If you are not happy with how someone is communicating with you, please let us know immediately.

We will disable your account should you be inactive over a period or if you leave the programme.

We will disable your account if you have broken this code of conduct.

And remember, you can deactivate your account at any time.



Digital Code of Conduct 2

Working from Home

When working from home, Movema staff will use their official Movema work emails and a Movema log-in to our Dropbox account. All Movema files are saved on Dropbox and Google drive files with personal and contact details are password protected.

All staff members have Movema laptops to work from. Freelance team members use their own laptop, but all freelancers will adhere to this policy. Freelance staff members have access to specific folders only.

When using personal computers and devices we must:

Protect devices with a strong password.

Report any loss of device, and what information might be accessible.



Communication via Email

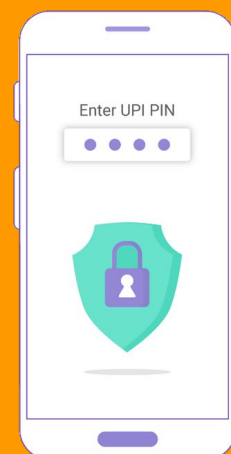
Members of Movema staff will only communicate through official Movema email addresses.



Communication via Telephone

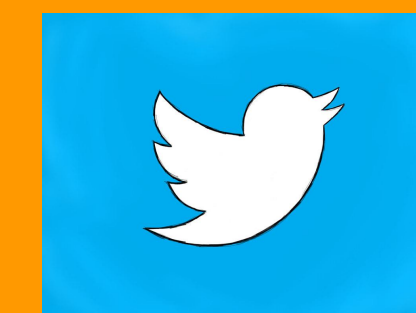
Only using Movema official phone number.

Or in a text group with other members of Movema team.



Communication via Social Media

Will only be through official Movema accounts.



Digital Code of Conduct 3

Receiving a Disclosure online or via mobile phone

We recognise that at times, members might disclose information to staff members via texts, calls or digitally.

If a staff member receives a worrying message that they think may indicate that the young person communicating with them is at immediate risk during or outside of work hours, they should immediately refer it for action to the DSO/DSL by phone. The DSO/DSL will follow the Safeguarding Policy and Procedure. If the staff member cannot get hold of the DSO/DSL, or a more senior member of staff, they should also follow the procedure for receiving a disclosure, as outlined in Movema's Safeguarding Policy.

Sharing Work Created, Online

When Movema share work created online, will take the following steps:

- Not use a child's surname in content such as photography or video.
- Share the final edits with the young people when possible, and with the young person's parent or guardian if this feel appropriate.
- Gain parental/guardian consent for their child to be photographed and videoed.
- Only use images of young people in suitable clothing to reduce the risk of inappropriate use.
- Only share content through Movema's official accounts.
- Ensure that those who we are not able to share film/photographic content of for safeguarding reasons, are not included in edits put out on social media.

If, for whatever reason, a guardian/carer, child, young person or adult participant is not happy with the use of certain content, then Movema will not share this content.

Practitioner Checklist



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Movema Dance Practitioner Checklist

DO:

- 1) Make sure you have an up-to-date ENHANCED DBS Certificate. (Movema requires that your DBS is no older than 3 years old). If you need help ask, we can help with this
- 2) Bring your DBS and ID to the booking.
- 3) Make sure you have attended safeguarding training within the last 12 months – Movema offers this annually with quarterly refreshers.
- 4) Read Movema Safeguarding Policy – This is important. If you don't understand anything in the policy please contact us urgently.
- 5) Prepare a lesson plan with either your co-leader, or if teaching solo, send in your lesson plan for a Movema team member to look over.
- 6) Have your music playlist downloaded and ready. Bring an adapter if necessary, so your device can be connected with a standard 3.5mm jack input. (Please see contract regarding equipment).
- 7) Know how long it will take you to arrive at your class and arrive with plenty of time. Consider transport links, parking, registration time.
- 8) Understand who you are teaching and what their needs are.
- 9) Have your Movema uniform, props and resources ready – if you need help please ask.



Movema Dance Practitioner Checklist

DO NOT:

- 1) Take pictures of participants in education settings (Nursery, school, colleges). Or outside/ nearby.
- 2) Take pictures/videos without consent from an adult or guardian of a child (this is done by completing and signing a consent form).
- 3) Keep photographs or videos on your personal phone (use a Movema phone or device if taking photographs is permitted).
- 4) Be alone with your participants. If there are not two Movema team members delivering, there will be another adult representative attending – please wait for them to arrive to greet your class.
- 5) Touch participants if at all unsure of Movema policy AND if you are unsure if you have consent. Please refer to Movema's Touch policy within the Safeguarding Policy & Procedure.
- 6) Use your phone whilst waiting for a session to begin. Some schools have a total no-phone policy. If unsure, check at reception or ask a staff member.
- 7) Hang around the grounds before or after a session, where your intentions may not be clear. If you arrive at a school early, register and someone will take you to the staff room.

If you are unsure of anything, please get in touch with a Movema staff member who will support you.

LINES OF COMMUNICATION

1) Designated Safeguarding Lead (DSL):
Penny Caffrey (CEO Interim)

2) Deputy Designated Safeguarding Lead (DDSL):
Pei Yee Tong (Director of Finance and Operations)
*** role in place until September 2023**

3) Designated Safeguarding Officer (DSO) in Liverpool: Eleanor Liverakou (Artistic Programme Coordinator)
*** role commences September 2023**

4) Designated Safeguarding Officer (DSO) in Bristol:
Katy Noakes (Artistic Programme Coordinator).
*** role commences September 2023**

5) Designated Trustee for Safeguarding:
Tara Sheldon

6) Deputy Designated Trustee for Safeguarding:
Dawn Taylor



Please see Safeguarding Policy and Procedure for full flow charts and contact details.

SIMPLE PRACTICAL REMINDER THE FIVE RS

1. Recognise

Recognise

You must have a clear understanding of the what the different signs and symptoms of potential abuse, harm and neglect can be. Safeguarding training can help you to spot these signs and symptoms.

2. Respond

Respond

If you do have a safeguarding concern, it is essential that you respond appropriately and do not ignore the situation. Movema's safeguarding policy and procedures are in place to help employees understand the actions they should take.

3. Report

Report

Safeguarding concerns need to be reported without delay. Confidentiality is important, so only share information with those who are a part of the safeguarding process. Ensure you know who the Designated Safeguarding Lead (DSL) is.

4. Record

Record

This is the who, what, why, when and where of safeguarding. Take precise, comprehensive notes that detail *everything* about your safeguarding concern. For example, who it involves, what happened, and include times and dates. You should do this as soon as possible.

5. Refer

Refer

It is usually the responsibility of the DSL or management to pass on safeguarding concerns to the appropriate authorities. However, if the safeguarding risk is more urgent and you suspect somebody is under immediate or severe threat, you should contact the relevant local authority or police services.