

July 2025

# 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.

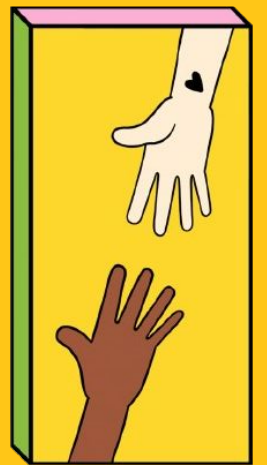
If any member of Movema has a safeguarding concern, they should follow the Safeguarding Policy and Procedure and contact the Designated Safeguarding Officer (DSO) or Designated Safeguarding Lead (DSL) without delay.

# Code of Conduct 1



1. There should always be at least two adults with an enhanced DBS present working with the groups of children or vulnerable adults. Either two Movema team members or a staff member from a relevant partner organisation. If there are not two adults present the session must be postponed, combined with another session, or delayed. Practitioners should not commence the activity on their own, and should inform the project manager or DSO urgently.

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.

4. Physical contact between staff and participants should only be used in a safe and appropriate manner with consent. The purpose of this contact should be made clear. Refer to the Touch Policy.

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

6. Staff should not take lone project participants home in their car. If necessary, they should be put in a taxi. If this is not possible, the member of staff must inform the Designated Safeguarding Officer (DSO) of the situation before leaving. In either case, staff should contact the participant's parents/guardians to confirm these arrangements.

7. Staff should never give out their personal details, including mobile phones, social media profiles, bank details, etc.



# Code of Conduct 2



8. 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.



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 placing the member of staff in a vulnerable position they 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, Movema practitioners, staff members or volunteers should contact the Designated Safeguarding Lead in the first instance.

# Code of Conduct 3



## You should never:

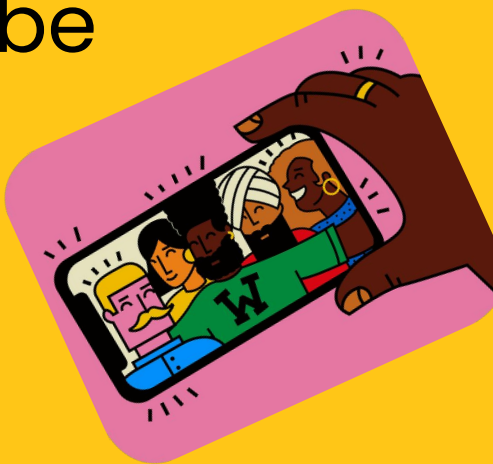
1. Engage in rough, physical or sexually provocative games.
2. Share a room with a child or invite or allow children to stay with you at your home.
3. Allow or engage in any form of inappropriate touching.
4. Make sexually suggestive comments to children, young people & adults at risk, in any circumstances.
5. 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, obtain a receipt and claim the money back from Movema.



6. Share personal mobile phone number.

7. Store photographs or films from activities on your phone. 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**.

8. Take photos or video of children or young people in school uniform where they may be identified.



9. Accept friend requests to their personal accounts, pages or profiles on social media from a young person. Any contact/messaging with a

# Code of Conduct 4

## **You should never:**

9. ctd. young person or adult participant through social media should always be through an official Movema account. when communicating with a young person, another member of staff copied in.

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

11. 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. Don't take on tasks that you are not appropriately trained for.



# Code of Conduct 5

## **Conduct as a Movema staff member, practitioner or volunteer:**

Members of the Movema team should not smoke, drink alcohol, taking illegal drugs or use inappropriate language in the company of children, young people or adults at risk. Movema representatives should respect all children, young people and adults verbally, physically and emotionally.

## **Action:**

If any of the following occurs, staff, freelancers and volunteers should report immediately to the DSO or DSL 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 Policy



Dance is a physical artform, which may involve physical touch with others, and non-verbal communication.

Even though touch can be important to many people, it can make some people feel very vulnerable it is only valuable when it feels safe, comfortable and positive. If, for a variety of reasons, it does not, all the benefits disappear, to be replaced by very clear disadvantages.

Touch must ***always*** be negotiated, in the context of a dance activity, this will quite possibly be a non-verbal agreement.

Practitioners and volunteers must 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. It is never desirable to maintain 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 uneasy to the appropriate person, within the safeguarding policy of your setting.

# Digital Code of Conduct 1

## Participant Guidance for Online or Hybrid Sessions.



### Group Safety

Movema facilitators will do our best to keep the group as safe as possible, but we need participants to 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
- 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.



# Digital Code of Conduct 2

## Participant Guidance continued:

- 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 outside of the group, 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 remove our online contact details for you if you have long periods of inactivity or if you leave the programme.

And remember, you can deactivate your account at any time by leaving our what's app/social media groups etc, or ask us to delete your details.



# Digital Code of Conduct 3

## **Working from Home**

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

## **Communication via Telephone**

Use the Movema official phone number, or a text or chat group with other members of Movema team.

## **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 Social Media**

Will only be through official Movema accounts.

# Digital Code of Conduct 4

## **Receiving a Disclosure online or via mobile phone :**



We recognise that at times, group 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 vulnerable 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 follow the procedure for receiving a disclosure, as outlined in Movema's Safeguarding Policy.

# Digital Code of Conduct 5



## Sharing Work Online

When Movema share work online, created online or in person, we will take the following steps:

- Not use a child's surname in content such as photography or video.
- 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.
- Share the final edits with participants (parent/guardian/carer if appropriate) or partners when possible before publishing for them to review.
- 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 shared publicly.

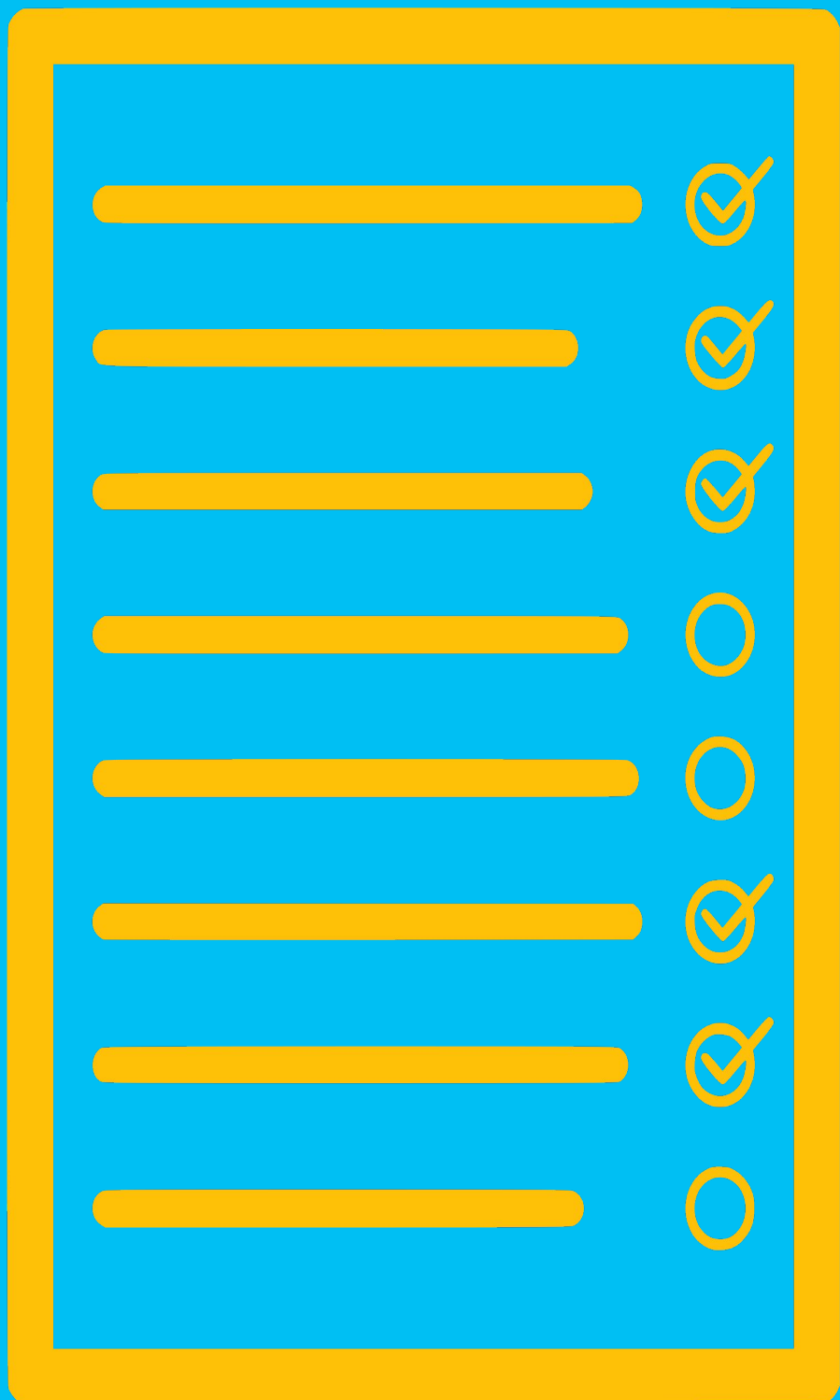
If, for whatever reason, a guardian/carer, child, young person or adult participant is not happy with the use of certain content, then Movema will not share this content publicly.

For already published media, Movema will take all comments seriously, manage the situation and decide on the most appropriate action.

# Movema Dance Practitioner Checklist 1

## DO:

- 1. Make sure you have an up-to-date ENHANCED DBS Certificate. Movema requires that your DBS is no more than two years old unless otherwise stated. Ask If you need our help.
- 2. Bring your DBS and ID to each booking.
- 3. Make sure you have attended safeguarding training within 12 months – Movema can signpost you to free online training.
- 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 send your lesson plan to the project lead to look over.
- 6. Have your music playlist downloaded and ready. Bring an adapter if necessary, for a standard 3.5mm jack input. (Please see contract regarding equipment).
- 7. Know how long takes 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 T-Shirt, props and resources ready – if you need help please ask.



# Movema Dance Practitioner Checklist 2



## DO NOT:

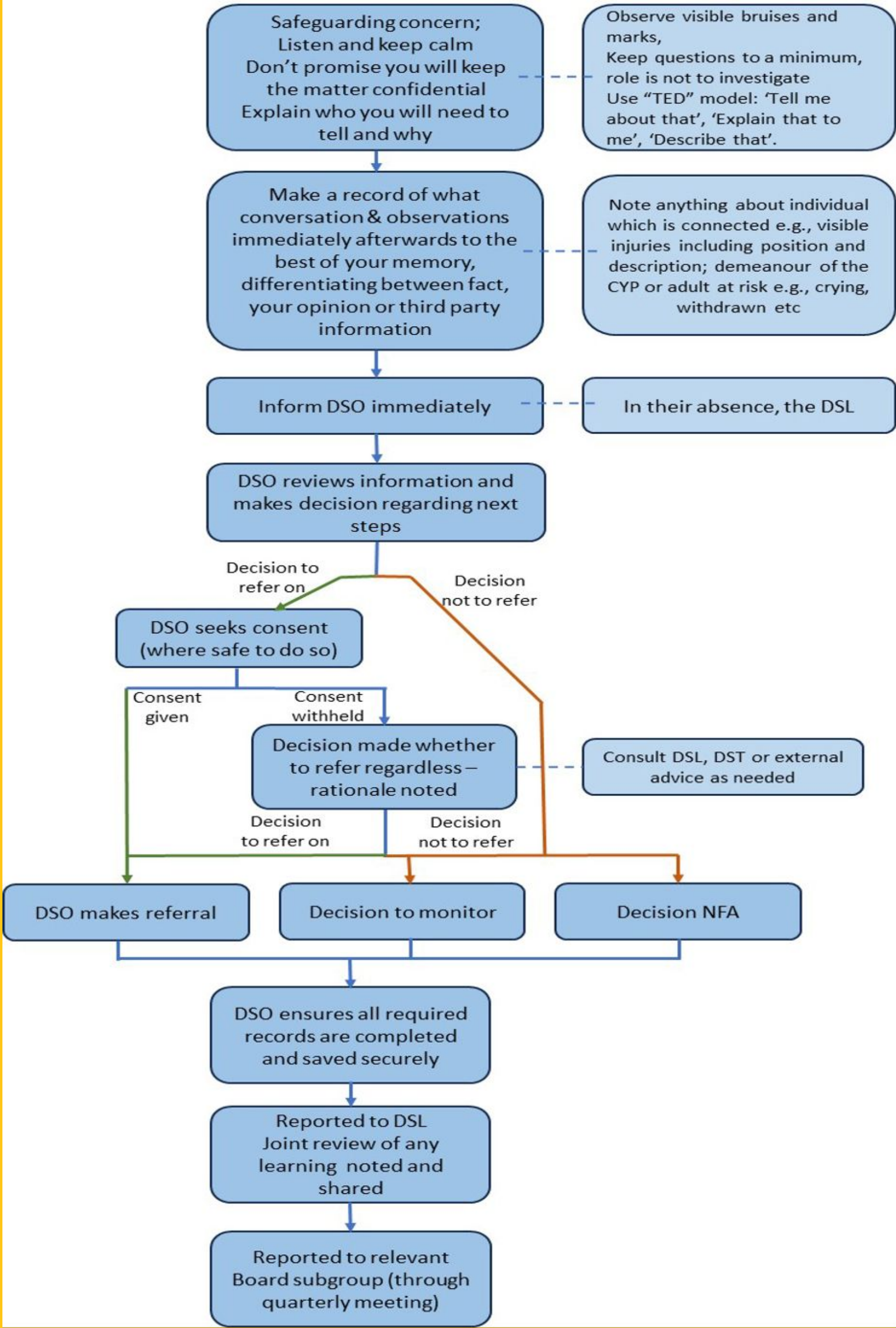
1. Take pictures of participants in education settings (Nursery, school, colleges). Or outside/ nearby.
  2. Take pictures/videos without consent from an adult or guardian of a child (this is done by completing and signing a consent form).
  3. Keep photographs or videos on your personal phone (use a 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.
  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.

# SIMPLE PRACTICAL REMINDER – THE FIVE Rs

- **Recognise** You must have a clear understanding of the different signs and symptoms of potential abuse, harm and neglect. Safeguarding training can help you to spot these signs.
- **Respond** If you 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.
- **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.
- **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.
- **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.

# 1. Flowchart for Safeguarding Concerns

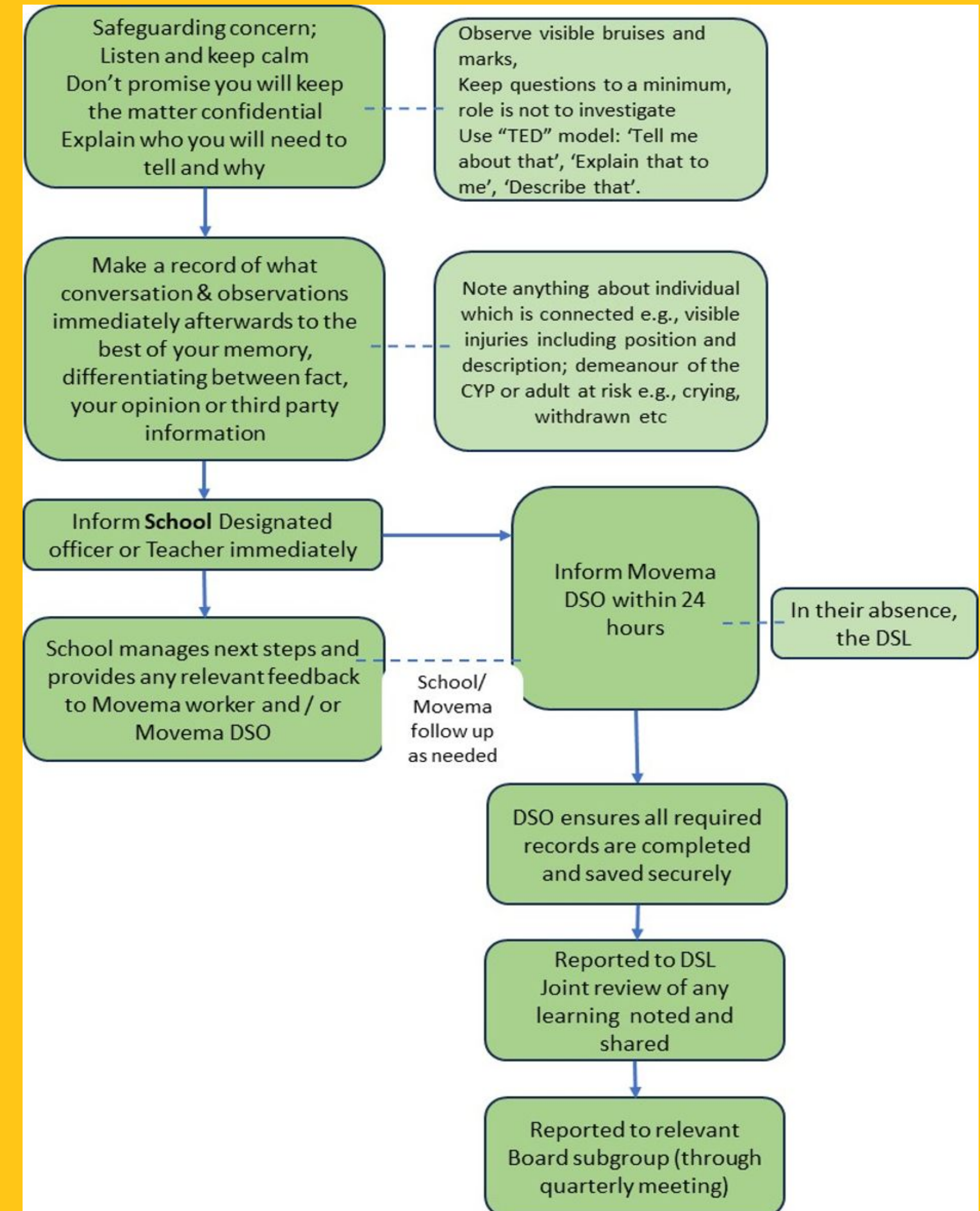
## When Movema is the lead organisation



## 2. Flowchart for Safeguarding Concerns When working with schools

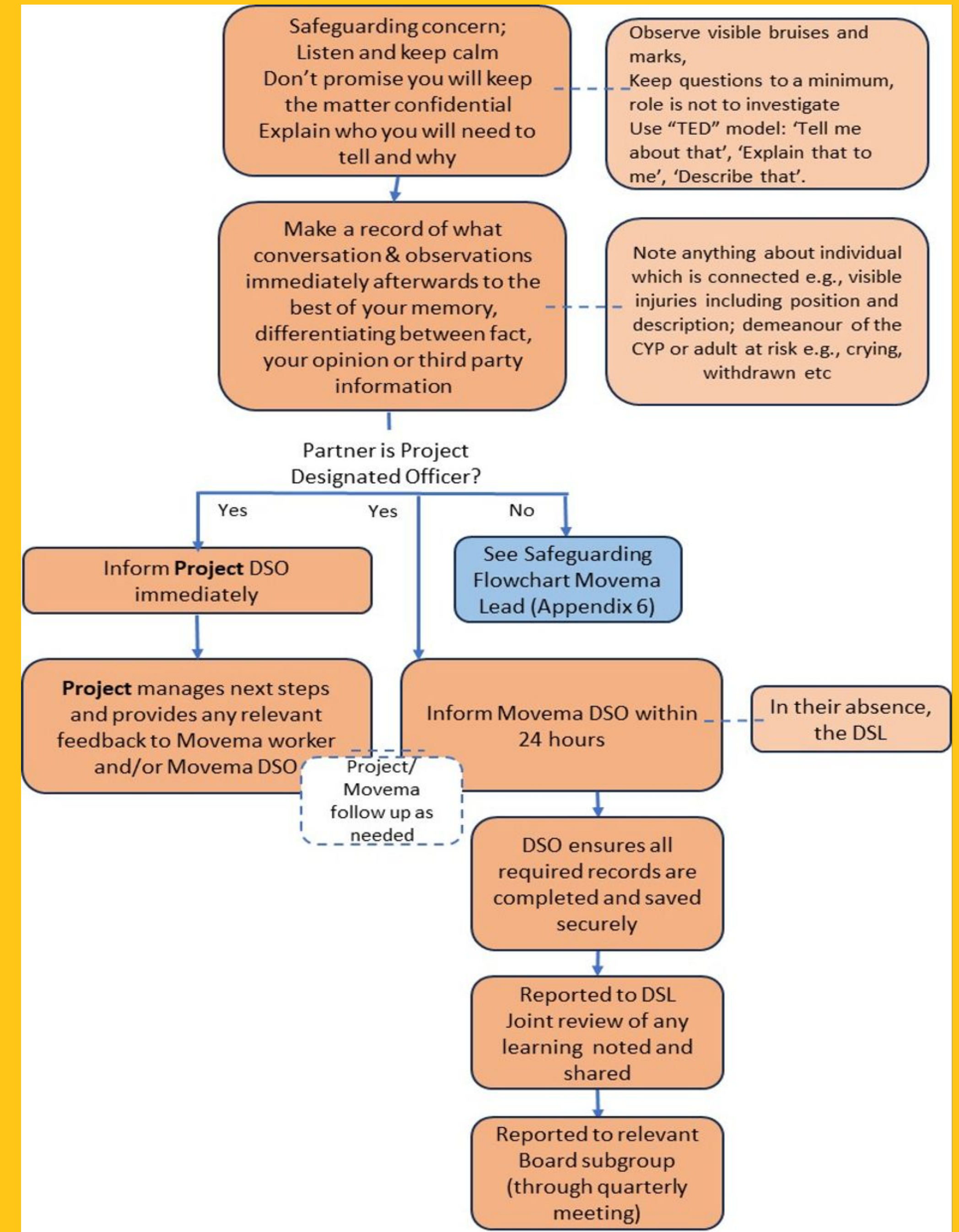
When working in schools, if there is a concern or a disclosure is made to a member of Movema staff, they should consult the Designated Officer at the school who will follow-up and escalate as appropriate.

The Movema staff member should also inform the Movema project manager or DSO that a disclosure has been made, they will then contact the school.



### 3. Flowchart for Safeguarding Concerns With Partnership Working

When working in partnership for example in an arts centre, community centre or public event, the Safeguarding roles will be defined at the start of the project. If the Movema staff is unsure they should urgently contact the Movema project manager or senior staff.



# **LINEs OF COMMUNICATION**



- Designated Safeguarding Lead (DSL): Maria Malone**
- Designated Safeguarding Officer (DSO) in Bristol: Penny Caffrey**
- Designated Safeguarding Officer (DSO) in Liverpool: Eleanor Liverakou**
- Designated Trustee for Safeguarding: Tara Sheldon**
- Deputy Designated Trustee for Safeguarding: Margie Houlston**

**Please see Movema's FULL Safeguarding Policy and Procedure for further information.**