

Aug 2026

# 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.

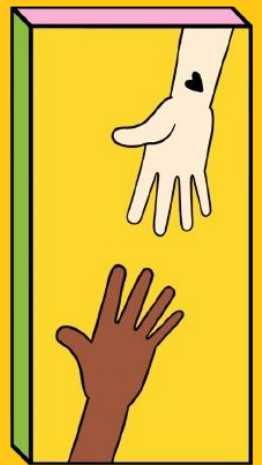
If any member of Movema has a safeguarding concern, they should follow the Safeguarding Policy and Procedure and contact the Designated Safeguarding Officer (DSO) or Designated Safeguarding Lead (DSL) without delay.

# Code of Conduct 1



1. There should always be at least **two adults with an enhanced DBS** present when working with a group of children or adults at risk. (from Movema or a relevant partner organisation.) Practitioners must not start session alone and should urgently inform the Project Manager or DSO to postpone it.

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, **a single member of staff must never work alone in a room with one** child, young person or adult at risk.

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**. Where necessary, a taxi should be arranged. If this is not possible, staff must inform the DSO of the situation before leaving and contact participant's parents/guardians to confirm 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. Where guidelines contradict each other, **staff should use their judgement and prioritise the safety of the child, young person or adult at risk**. If this places staff in a vulnerable position, they should make the environment as safe as possible and contact the DSL for guidance.

(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, you could wait inside the venue with box office staff).



10. If in doubt about anything, Movema practitioners, staff members or volunteers should contact the Designated Safeguarding Lead in the first instance.

# You Should Never:



1. **Engage** in rough, physical or sexually provocative games.

2. **Share a room alone** 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. Share personal **mobile phone number**.



6. Give, lend or borrow **money** or property. In exceptional circumstances, (for example to ensure a child has something to eat), staff must notify the DSL immediately, obtain a receipt and claim the money back from Movema.



7. Staff should not **store photos or videos on personal devices**. With consent, any images taken must be transferred to Movema's secure storage cloud and deleted from the personal device **immediately**.

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

# You Should Never:

9. Accept **friend requests** to their personal accounts, pages or profiles on social media from a young person. Any contact/messaging with a young person or adult participant through social media should always be through an official Movema account with 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. Provide **personal care** that participants can manage themselves. Where support is necessary, it must be with guardian consent, another adult present, and with the participant's comfort and choices respected.

**Don't take on tasks that you are not appropriately trained for!**



# 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.

## A child, young person or adult at risk –

- is accidentally hurt by you
- seems distressed in any manner.
- appears to be sexually aroused by your actions.
- misunderstands or misinterprets something you have done.



# Touch Policy



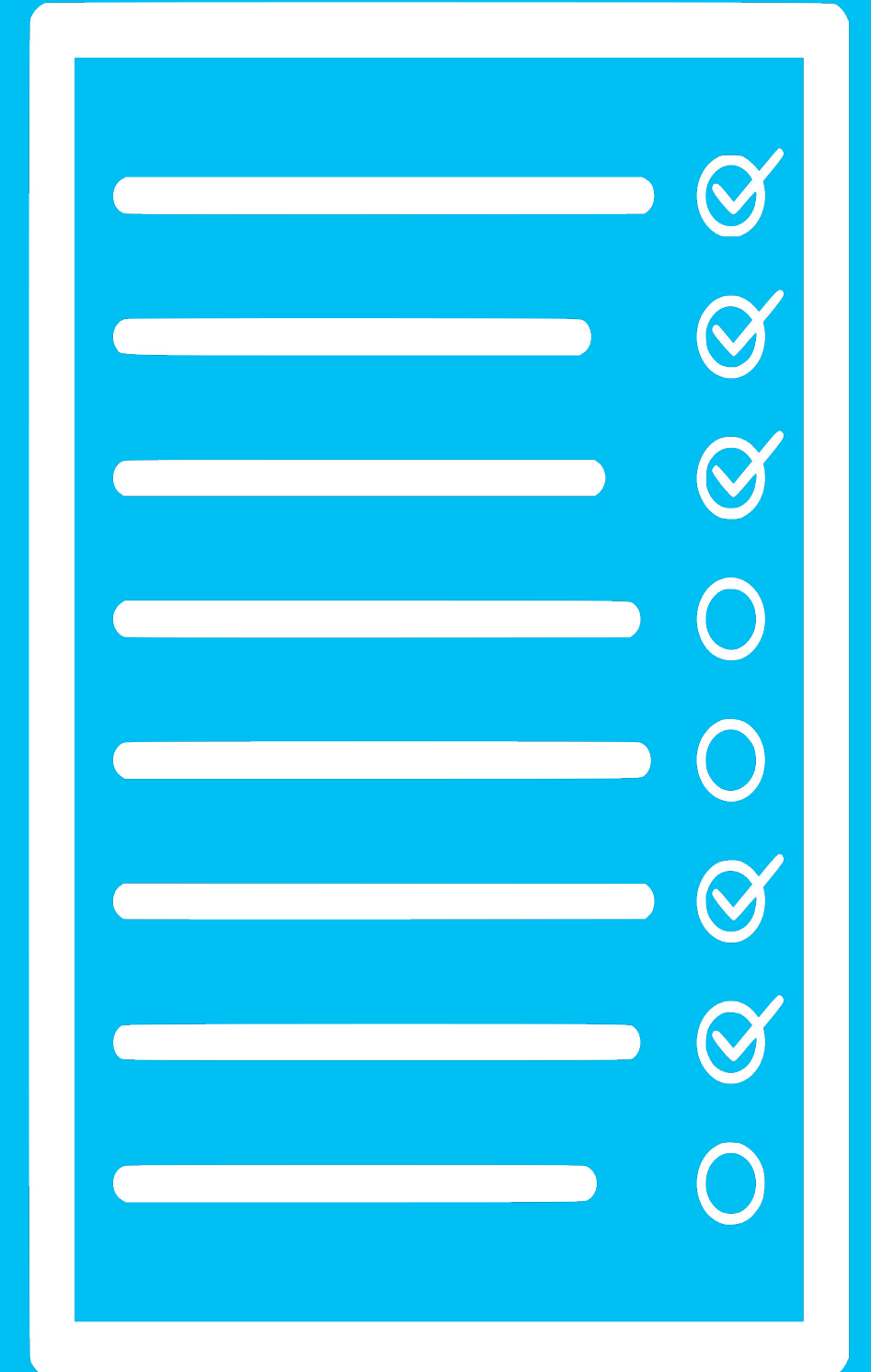
Dance is a physical artform, which may involve **physical touch** and non-verbal communication, which must always feel safe, comfortable and positive. Practitioners should **seek permission before touching** for instruction or choreography, including lifts, and create an environment where participants feel able to freely consent or decline:

- 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.

# Movema Dance Practitioner Checklist 1

## DO:

1. Have an up-to-date **Enhanced DBS** (normally no more than 2 years old).
2. Bring your **DBS, Update Service number (if applicable) and ID** to each booking.
3. Complete **safeguarding training within the last 12 months**.
4. Read and understand the **Movema Safeguarding Policy** and ask if anything is unclear.
5. Prepare a **lesson plan** with your co-leader or send it to the Project Lead.
6. Have your **music playlist downloaded and equipment ready**, bring an adapter if necessary, for a standard 3.5mm jack input. (Please see contract regarding equipment).
7. **Plan your journey** and arrive with plenty of time. Consider transport links, parking, registration time.
8. Know your **participants and their needs**.
9. Bring your **Movema T-shirt, props and resources**.



# Movema Dance Practitioner Checklist 2



## DO NOT:

**1. Take photos or videos** in education settings unless agreed in advance with Movema and the school/organisation. Always check with the lead teacher on the day.

**2. Take photos or videos without signed consent form,** from an adult or child's parent/guardian.

**3. Store photos or videos on your personal phone.** Use a Movema device where possible, or transfer and delete immediately.

**4. Be alone with children or adults at risk.** Wait for the second practitioner or designated adult to arrive before starting.

**5. Touch participants** unless you are sure it is appropriate and consent has been given. Follow Movema's Touch Policy.

**6. Use your phone while waiting** for a session, . Some schools have a total no-phone policy. If unsure, check at reception or ask a staff member.

**7. Remain on school/venue grounds** before or after a session without a clear reason. Register on arrival and someone will take you to the staff room.

**If you are unsure about anything, contact a Movema staff member for support.**

# SIMPLE PRACTICAL REMINDER – THE FIVE Rs

## 1. Recognise

Know the signs of **abuse, harm and neglect**. Safeguarding training can help you identify them.

## 2. Respond

Take safeguarding concerns seriously. **Do not ignore them** and follow Movema's Safeguarding Policy.

## 3. Report

Report concerns **without delay** to the DSL/DSO. Share information only with those involved in safeguarding.

## 4. Record

Write down **who, what, when, where and why** as soon as possible. Keep records factual and accurate.

## 5. Refer

The DSL/management will usually refer concerns to the appropriate authorities. If someone is in **immediate or serious danger**, contact the relevant emergency services.

# **LINEs OF COMMUNICATION**

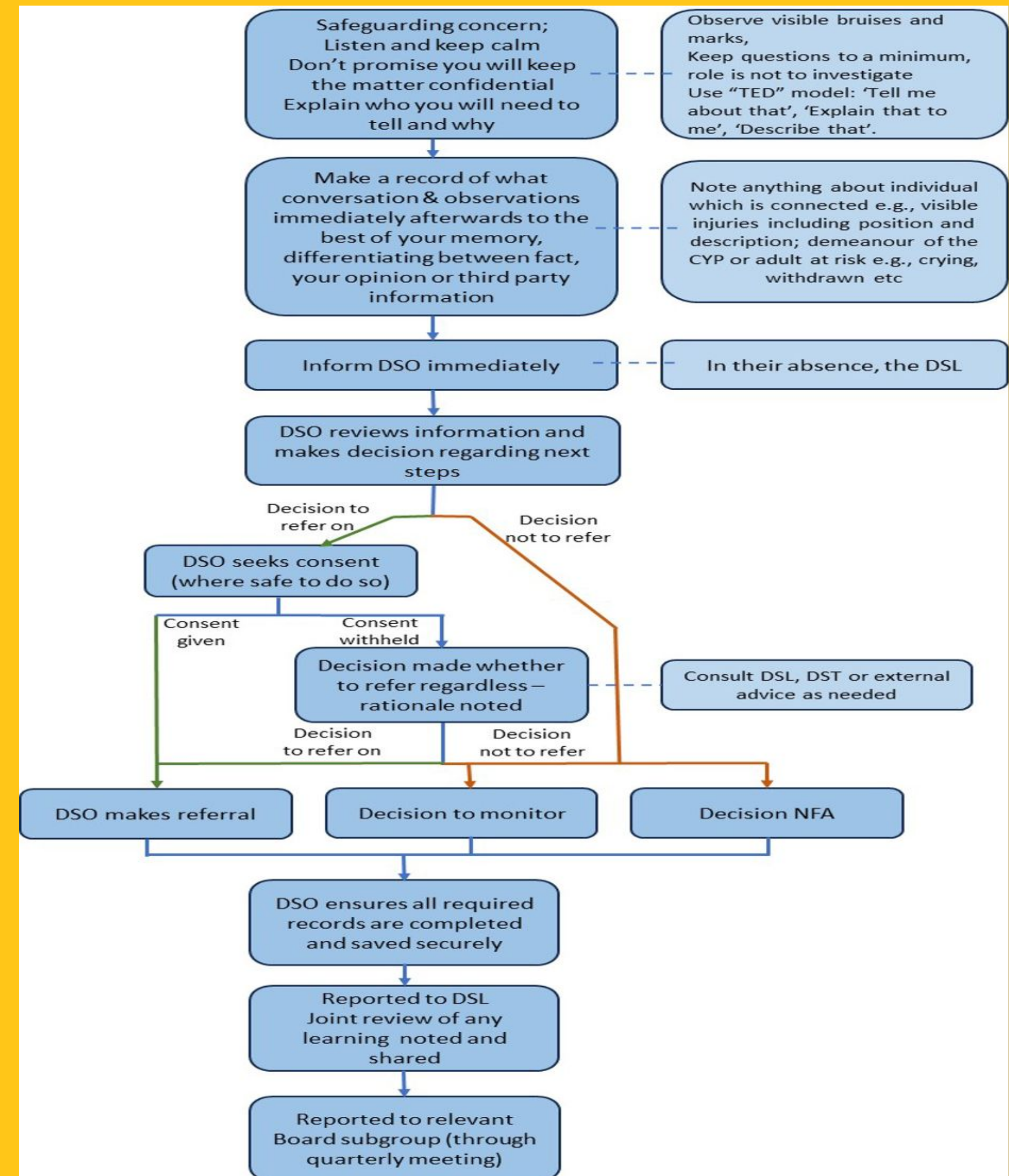


- Designated Safeguarding Lead (DSL) in Liverpool: Maria Malone Co-CEO**
- Designated Safeguarding Lead (DSL) in Bristol: Penny Caffrey Co-CEO**
- Designated Safeguarding Officer (DSO) in Liverpool: Rosanne Benbow**
- Designated Trustee for Safeguarding: Tara Sheldon**
- Deputy Designated Trustee for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

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

# Appendix 1 : Flowchart for Safeguarding Concerns

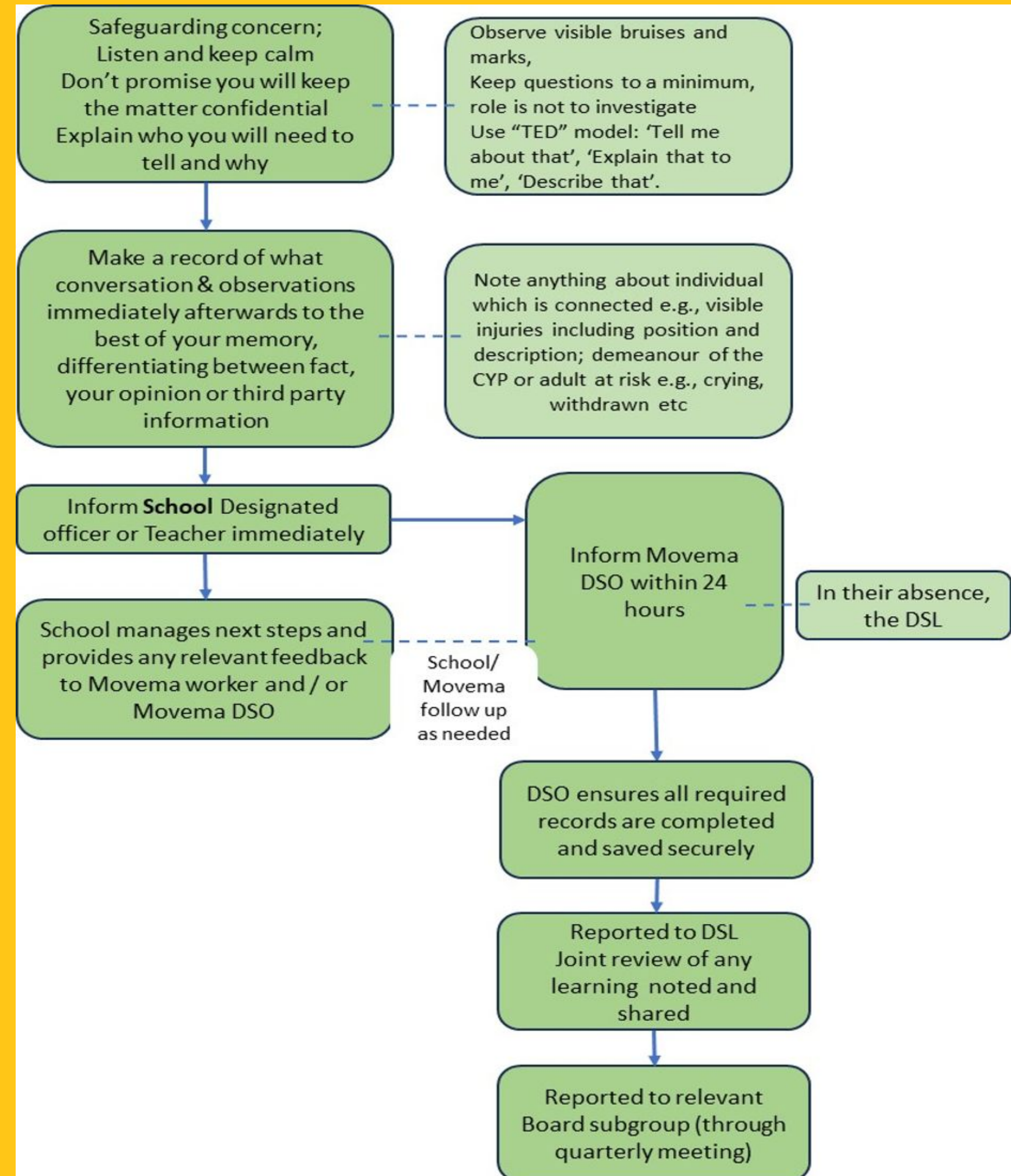
## 1. When Movema is the lead organisation



# Appendix 1 : Flowchart for Safeguarding Concerns

## 2. When working with schools

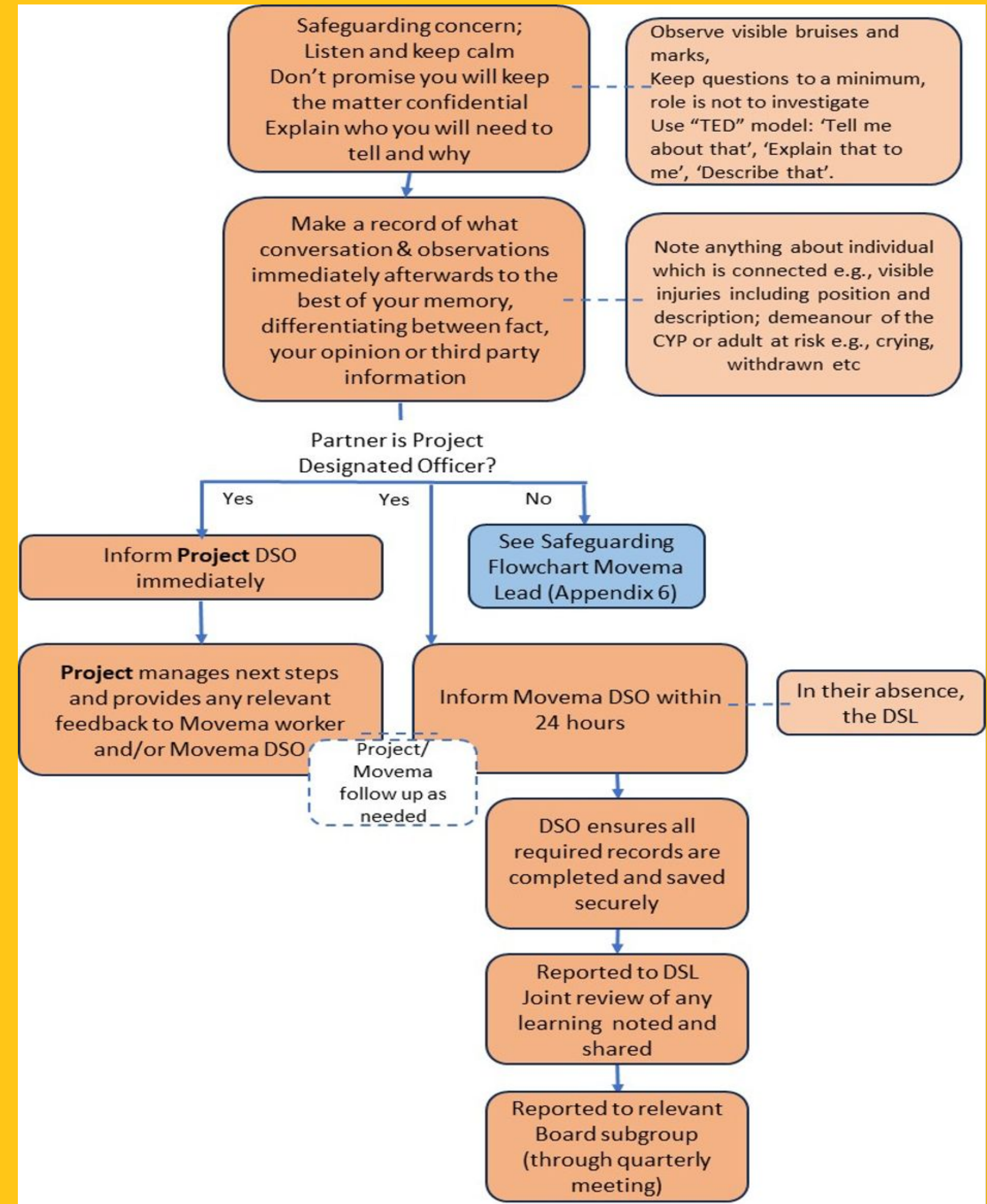
When working in schools, report concerns or disclosures to the school's Designated Officer, who will follow up as appropriate. Also inform the Movema Project Manager or DSO, who will contact the school.



# Appendix 1 : Flowchart for Safeguarding Concerns

## 3. When working in Partnership

When working with partners, safeguarding roles should be agreed at the start of the project. If unsure, contact the Movema Project Manager or senior staff immediately.



# Appendix 2: Digital Code of Conduct

## Participant Guidance for Online or Hybrid Sessions.

### Group Safety

Movema facilitators will help keep the group safe, **but everyone has a part to play:**



#### Please do not:

- Bully, intimidate or harass others.
- Ask for or access someone else's login details or account.
- Share hate speech, threats, pornography, nudity or graphic violence.
- Encourage or promote violence.

### Live Video Chat & Digital communication

- **Be respectful** – online communication can be easily misunderstood.
- Use first names only during calls.
- **Ensure you have the privacy you require** for the session, and you are comfortable and safe.
- Let people you live with know you are on a video call, but do not include them.
- **Wear appropriate clothing**, even on parts of you that you think won't be seen.



# Digital Code of Conduct 2

## Participant Guidance continued:

- Speak to a group leader if you are worried about anything.
- **Do not record, photograph or share** content without everyone's consent.
- Never share personal information, photos or videos outside the group without permission.

## Submitting Videos

- Avoid showing your **address, school or regular locations**.
- Only use other people's footage with their consent.
- Wear appropriate clothing.
- Only share content you are comfortable others seeing.
- Send videos only to **official Movema email addresses or phone numbers**.

## Protecting other people's rights

- Tell us immediately if someone's communication makes you uncomfortable.
- You can leave our WhatsApp or social media groups at any time.
- You can ask us to **delete your personal information** at any time.
- We may remove your online contact details if you leave the programme or are inactive for a long period.



# Digital Code of Conduct 3

## Working from Home

**Movema staff will use their official Movema email accounts and logins** for Dropbox and Google Drive.

Movema files are stored securely, **with personal and contact details password protected.**

Staff use Movema laptops where provided. Freelancers may use personal laptops but must follow this policy and only access relevant folders.

## Communication via Telephone

Will use Movema official phone number, text or chat groups with other members of Movema team.

## Personal computers and devices

Protect devices with a strong password.

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

## Communication via Email

only through official Movema email addresses.

## Communication via Social Media

only be through official Movema accounts.



# Digital Code of Conduct 4

## Receiving a Disclosure online or via mobile phone :



Participants may disclose concerns to staff by **text, phone or digital communication**.

If a message suggests someone is at **immediate risk**, staff must contact the **DSO/DSL immediately by phone**. The DSO/DSL will follow Movema's Safeguarding Policy and Procedure.



If the DSO/DSL cannot be reached, staff should contact a senior member of staff and follow the **disclosure procedure** in Movema's Safeguarding Policy.

# Digital Code of Conduct 5



## Sharing Work Online

When sharing work online, Movema will:

- **Obtain parental/guardian consent** before photographing or filming children.
- Never use a child's **surname** in photos or videos.
- Use only **appropriate images and clothing**.
- Share final content with participants/guardians or partners for review where possible.
- Publish content only through **official Movema accounts**.
- Ensure anyone excluded for safeguarding reasons is **not included in public content**.

If a participant, child, young person or guardian/carer objects to content being shared, **Movema will not publish it.**

Any concerns about already-published content will be taken seriously and appropriate action will be taken.