



## Code of Conduct and Behaviour Policy

### Principles

As an adult working for In-Spire Sounds – whether as a member of staff, volunteer or trustee – you have a responsibility to ensure that everyone attending In-Spire Sounds activities, particularly young people and vulnerable adults, are protected from harm. It is the responsibility of each adult working for In-Spire Sounds to ensure that:

- their behaviour is appropriate at all times.
- they observe the rules established for the safety and security of children and vulnerable adults.
- they follow the procedures following suspicion, disclosure or allegation of children or vulnerable adult abuse.
- they recognise the position of trust in which they have been placed; and
- in every respect, the relationships they form with the children, young people and vulnerable adults in their care are appropriate.

All persons who wish to work for In-Spire Sounds, must accept and understand this policy. They must also agree to put In-Spire Sounds policies on safeguarding children and vulnerable adults into practice.

### Responsibilities

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don'ts' to help you ensure that:

- the welfare of the children and vulnerable adults for whom you have a duty of care is safeguarded.
- you avoid compromising situations or opportunities for misunderstandings or allegations.

### Code of Behaviour

- DO** put this code into practice at all times.
- DO** treat everyone with dignity and respect.
- DO** set an example you would wish others to follow.
- DO** treat all young people and vulnerable adults equally - show no favouritism.
- DO** follow recommended adult/children ratios for meetings and activities.
- DO** respect the right to personal privacy of a child, young person or vulnerable adult.
- DO** avoid unacceptable situations within a relationship of trust, eg: a sexual relationship with a young person or vulnerable adult over the age of consent.
- DO** allow children and vulnerable adults to talk about any concerns they may have.
- DO** encourage others to challenge any attitudes or behaviours they do not like.

- DO** avoid being drawn into inappropriate attention seeking behaviour, eg: tantrums and crushes.
- DO** make everyone aware of In-Spire Sounds procedures for safeguarding children, young people and vulnerable adults.
- DO** remember this code even at sensitive moments, eg: when responding to bullying, bereavement or abuse.
- DO** keep other members of staff/volunteers informed of where you are and what you are doing.
- DO** remember someone else might misinterpret your actions, no matter how well-intentioned.
- DO** take any allegations or concerns of abuse seriously and refer immediately.

- DO NOT** trivialise abuse.
- DO NOT** form a relationship with a child or vulnerable adult that is an abuse of trust.
- DO NOT** permit abusive peer activities, eg: initiation ceremonies, bullying.
- DO NOT** engage in inappropriate behaviour or contact - physical, verbal, sexual.
- DO NOT** play physical contact games with children or vulnerable adults.
- DO NOT** make suggestive remarks or threats to a young person, even in fun.
- DO NOT** use inappropriate language - writing, phoning, email or internet.
- DO NOT** let allegations, suspicions, or concerns about abuse go unreported.
- DO NOT** just rely on your good name to protect you.

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### **Contact Details**

In-Spire Sounds Designated Safeguarding Lead: Kingsley Pratt Boyden  
Email: in.spire.sounds.uk@gmail.com  
Tel: 07724 064478

### **Independent complaints:**

Complaints will be dealt with fairly, confidentially and sensitively.  
Complaints will be taken seriously and investigated promptly, objectively and independently. The Chair of trustees will take relevant steps to make sure the complaint is raised with the board immediately, and any further actions required, will be made efficiently.  
If you wish to make a complaint about any of our staff please contact Agya Poudyal (our chair of trustees)  
Email: agyapoudyal@gmail.com  
Please note that complaints about Agya are made to the Designated Safeguarding Lead

The policy must be reviewed and updated at least every 12 months  
This policy was updated on: 06/06/2022