



**A code of good practice for management of groups, in the context of child protection, for music leaders and trainees. You should:**

- Be well informed about legislation and policies for protection of children, young people and vulnerable adults.
- Keep up-to-date with health and safety in artistic practice.
- Under normal circumstances never work alone. It is recommended that you work alongside another adult or ensure that other adults are on the premises while you are leading a workshop and that you are therefore meeting your responsibility for ensuring the safety of those in your charge.
- Avoid being left alone with a single child. Ensure at least that you are within sight or hearing of others.
- Be aware that physical contact with a child or young person may be misinterpreted. You should maintain a safe and appropriate distance from participants. Only touch participants when it is absolutely necessary in relation to the particular arts activity. For example, if you are explaining instrument technique and need to demonstrate a hand position, you should explain *before* you make physical contact, what you are about to do. If other physical contact is required as part of warm-up exercises, for example, this should be discussed with the project manager in advance.
- Not show favouritism to any individual.
- Remember that you are not working in a 'disciplinary' capacity. Never tell off or shout at a child. This is different to 'maintaining order'.
- Avoid getting involved in issues that arise amongst the children. If a child informs you of a problem tell another member of staff or your colleagues.
- Occasionally the work you are doing (e.g. issues around bullying or drugs) may give rise to children approaching you with their problems, concerning, for example, bullying or drugs. Without being dismissive try to avoid becoming involved. Do not agree to keep the issue secret and encourage them to discuss the matter with 1] a parent or carer 2] you while another adult is present or 3] their teacher.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Challenge unacceptable behaviour and report all allegations or suspicions of abuse immediately to your project manager.
- If you become involved in any situation with a child that concerns you inform your project manager as soon as possible.