

Edinburgh International Festival

PERSONNEL POLICIES

Child Protection Code of Conduct

The Edinburgh International Festival (EIFS) expects that all those covered by the scope of the Child Protection Policy will be aware of the Code of Conduct and Good Practice and adhere to its principles in their approach to children and young people. All EIF employees, contractors and volunteers are expected to uphold the highest levels of professional conduct in their dealings with children and young people, whether working directly with them, or indirectly by sharing a work environment. This includes avoiding any physical, verbal or other conduct that could be construed as abusive, by not placing themselves in situations where they are open to false allegations and by protecting children and young people from possible abuse by others.

EIFS will:

- Treat all children and young people with dignity and respect;
- Promote and prioritise the safety and wellbeing of children and young people;
- Provide assurance to parents, carers and other parties that EIFS takes reasonable steps to manage risks and keep children and young safe;
- Ensure that everyone understands their roles and responsibilities in respect of child protection as laid out in this code of conduct and is provided with the necessary information, training and support on child protection matters;
- Be a good role model to children and young people;
- Respect a child's/young person's right to personal privacy;
- Encourage the development of an ethos which embraces difference and diversity;
- Actively encourage children and young people to be involved in any decisions which affect them;
- Be aware of the 'double' vulnerability of certain groups of children and young people to abuse and harm (e.g. those who have mobility and/or communication disabilities; those with limited English language skills, etc.);

- Encourage children and young people to say when they are being asked to do things which create fear or discomfort (socially, emotionally and/or physically);
- Requiring new employees and individuals involved in working with children or young people to familiarise themselves with the content of the associated policy;
- Recruiting employees, contractors and volunteers safely, ensuring all necessary checks are made;
- Ensuring that the appropriate Protection of Vulnerable Groups (PVG) disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or young people.
- Prevent the employment of individuals in work with children and young people where they have been barred by Disclosure / PVG scheme or are deemed by EIFS to pose an unacceptable risk to vulnerable groups;
- Recording and storing information securely and sharing relevant information about safeguarding and best practice and attending any training updates as appropriate;
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children and young people arising from contact with EIFS employees, contractors, students or volunteers, whether the harm has taken place on EIFS premises/venues or not;
- Ensure that we have effective complaint measures in place;
- Ensure that we provide a safe physical environment for our children and young people, employees, volunteers and contractors, by applying health and safety measures;
- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.

Working WITH children and young people

The following is an agreement of conduct for all staff, practitioners, artists, workshop leaders, researchers and volunteers engaged by EIF to work with children and young people, both in online and in-person capacities. This is for the protection of both the staff member/artist and the participants at all times. Please read the following and sign below to state that you acknowledge what is being asked of you and that you agree to work under these terms.

You must:

- If working in a school, make sure to sign in at the front desk and make staff aware of your arrival and why you are there.
- Regardless of in person or online delivery, you must arrive with your session fully planned and with all resources required.
- If working in-person, please ensure the workshop space is clear of obstruction, safe and suitable for the activity you intend to deliver.
- If working in-person, please ensure that the workshop space is left clean and tidy and sign out when exiting the building.
- If working online, the staff member or artist should deliver the session from a quiet space where they will not be interrupted or overheard by others.
- If working online, the staff member or artist delivering the session should have a neutral background which does not reference their 'personal space', e.g. a bed in view, bottles of alcohol or cigarettes in view etc.
- If working online, staff, artists and school staff should be the only adults present in these sessions.
- EIF will always take lead from the school's policies that are in place and not breach these.
- Participating schools are responsible for ensuring children have parental consent to take part in online sessions.
- If working online, the staff member or artist should deliver the session from an EIF company account and not a personal account.
- If working online, the staff member or artist leading should make sure they have a stable, reliable internet connection and if not, make EIF aware of this.
- Regardless of in person or online delivery, you should represent and be an advocate for EIF at all times; providing an example of good conduct for others to follow.
- Use appropriate and accessible language throughout the duration of the workshop and speak to all participants with respect at all times.
- Treat all staff, volunteers, children, young people and adults you are working with respect.
- Adhere to EIF's Child Protection Policy and Procedures, including our our Photography and Filming policy.
- Complete a workshop report for the EIF Project Manager after each workshop session
- Report any suspicions or concerns regarding a child or young person to the Designated Child Protection Worker, Head of Learning and Engagement, who will deal with this further.
- Ensure that you follow our guidance in responding to a disclosure or concern, as explained in our Child Protection Policy and Procedure.

- Always record any conversations or events related to a Child Protection disclosure.
- Reporting a concern or allegation should be dealt with in the same manner as when working in-person. Please refer to Imagine's Child Protection policy for further information and guidance.

You must not:

- Engage in any inappropriate touching, physical or verbal contact with a child or young person.
- Engage in any online, digital or computerised contact with a child or young person including social media, phone, text or email. If this kind of contact is unavoidable, always add another member of EIF staff into the conversation.
- Show favouritism to any participant.
- Be under the influence of either drugs or alcohol.
- Smoke on the workshop premises or in sight of the venue.
- Be left alone/unsupervised with any child or young person at any time; including before, during or after the workshop.
- Exchange personal phone numbers, email addresses or social media contact with any child or young person.
- Arrange to meet up with a child or young person outside of the building, workshop setting or outside of activity contracted by EIF.
- Store or share the data of any child or young person.

Working in a shared environment with Children and Young People

The following is an agreement of conduct for all staff, contractors, freelancers and volunteers engaged by EIF to work on a shared site with children and young people.. This is for the protection of both the staff member/individual and the participants at all times. Please read the following and sign below to state that you acknowledge what is being asked of you and that you agree to work under these terms.

You must:

- Represent and be an advocate for EIF at all times; providing an example of good conduct for others to follow.
- Treat all staff, volunteers, children, young people and adults you are working with respect.
- Adhere to EIF's Child Protection Policy and Procedures, including our our Photography and Filming policy.
- Report to site staff (line manager), school or venue staff any concerns about a child or young person, so proper procedure can be followed.

You must not:

- Engage in any inappropriate touching, physical or verbal contact with a child or young person
- Be left alone/unsupervised with any child or young person at any time, for any engagement with a child / children a PVG'd member of EIF staff must be present, and no lone working will be permitted.
- Use staff allocated bathrooms and rest areas, and not share these with children and young people
- Engage in any online, digital or computerised contact with a child or young person including social media, phone, text or email.
- Be under the influence of either drugs or alcohol, Smoke on the workshop premises or in sight of the venue
- Arrange to meet up with a child or young person outside of the building, workshop setting or outside of activity contracted by EIF
- Store or share the data of any child or young person this includes taking images or footage of any children or young people on site, inline with our photography and filming policy