

## Code of Conduct for The Apollo Theatre.

This code is designed to protect both children and adults working with children in the theatre.

*A Child is defined as young person under the age of 18 years old.*

Most of the code also applies to any adult at risk.

*Definition: An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves*

This behaviour code outlines the conduct that The Apollo Theatre expects from all our members and other participants. The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

The Apollo Theatre is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

This behaviour code for adults working with children is supported by:  
nspcc.org.uk/learning learning@nspcc.org.uk 0116 234 7246  
@NSPCCLearning © NSPCC 2022. Registered charity England and Wales  
216401.

### **The role of members and other participants**

In your role at The Apollo Theatre you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place online.

### **Responsibility of staff and volunteers**

You are responsible for:

- prioritising the welfare of children and adults at risk
- providing a safe environment for children and adults at risk
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures including our policies and procedures for safeguarding and child protection, whistleblowing and online safety

- staying within the law at all times
- modelling good behaviour for children and adults at risk to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the Designated Safeguarding Lead or Deputy
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

### **Respecting children and adults at risk**

You should:

- listen to and respect children and adults at risk at all times
- value and take their contributions seriously, actively involving them in planning activities wherever possible
- respect their right to personal privacy as far as possible
- if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or adult at risk at the earliest opportunity.
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### **Diversity and inclusion**

You should:

- treat everyone fairly and without prejudice or discrimination
- understand that all are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

### **Appropriate relationships**

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid showing favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or adults at risk
- ensure your contact with children is appropriate and relevant to the nature of the activity you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children
- if a situation arises where you are alone with a child, ensure that you are within sight or can be heard by other adults
- if a child specifically asks for or needs some individual time with you,

ensure other staff or volunteers know where you and the child are

- only provide personal care in an emergency and make sure there is more than one adult present if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

### **Inappropriate behaviour**

When working with children and adults at risk, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- use illegal substances
- develop inappropriate relationships with children
- make inappropriate promises to children
- engage in behaviour that is in any way abusive including having any form of sexual contact with a child
- let children have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and adults at risk
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children.

### **Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave The Apollo Theatre. We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to the Designated Safeguarding Lead (DSL) or Deputy DSL.

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Tel: 07708 703677

Helen Reading is the deputy DSL for the Apollo Theatre  
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## **Code of Conduct for Social Media**

The thinking behind this policy is to remind members of the consequences of both negative and positive comments once they are in the public domain.

1. **Be Positive:** we are trying to promote and encourage new members, more hirings and to set a good example to our young people. Every positive comment makes us look good (and we are) and helps with Brand Enhancement.
2. **Like and Share:** please like and share any posts generated by the theatre publicity team. This takes very little time and is a great help in getting our Apollo Theatre seen
3. **Problems:** any issues you have with the way the theatre is run or any disagreement you have with a theatre member should not be aired on social media. Please contact the person individually, or your members representative

Kate. Email: [membersrep@apollo-theatre.org.uk](mailto:membersrep@apollo-theatre.org.uk)

Tel: 07708 703677

**Anything that is deemed inappropriate by the  
administrators of the page will be removed.  
We're going for positivity!!!**