

## Code Of Behaviour For Employees Of The Gaiety School Of Acting

**2<sup>nd</sup> Edition September 2014**

We expect everyone working with children and young people at the Gaiety School of Acting to take every possible precaution to avoid situations that could be misinterpreted and/or a breach of the Child Protection Policy or Health and Safety Policy.

By setting out appropriate and inappropriate behaviour, this code will not only help to protect children, but also staff at The Gaiety School of Acting.

Do	Listen and hear – and give time to the child to say what s/he wants to say.
Do	Be aware of situations that present risks and manage these risks appropriately – always ask a member of staff if you are unsure.
Do	Respect a child's right to personal privacy.
Do	Encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
Do	Remember that someone else might misinterpret your interaction with children, no matter how well intentioned.
Do	Use only age appropriate language, media products and activities in working with children and young people.
Do	Ensure that an appropriate ratio of adults to children is in place as advised by the Designated Liaison Person.
Do	Always treat children with respect - don't embarrass them.
Do	Recognise that caution is required, particularly sensitive moments such as dealing with a child who becomes upset.
Do	Ensure, in so far as possible, that the building and facilities used for activities with young people are safe and secure for the people in it. All occupied parts of the building should be monitored and parts not in use should be isolated or secured.
Do	Plan activities so that they involve more than one person being present or at least in sight or hearing of others. Leave doors of studios open where possible.
Do	Carry identification when attending a school or other location on behalf of The Gaiety School of Acting Outreach programmes e.g. Breathe, Shakespeare etc.
Do	Make sure that a teacher or other member of the school staff is always with you if you are visiting a school on behalf of The Gaiety School of Acting- visitors should not be left alone with students. The same guideline would apply to visiting a children's group, e.g. Spina Bifidia Ireland– make sure the group leader is present.

Avoid	Doing things of a personal nature that children could do for themselves. If you have to, <b>make sure another adult is present.</b>
Avoid	Allow yourself to be drawn into inappropriate attention-seeking behaviours such as tantrums or crushes.

Avoid	Take children alone in a car, even for short journeys, unless this is unavoidable for safety reasons. If this is unavoidable, make sure an adult carer or another member of staff is aware it is happening.
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Do not	Contact children outside the group or project – <b>never give a child or young person your personal contact details, e.g. telephone number or email address.</b>
Do not	<b>Physically punish or be in any way verbally abusive to a child or young person.</b>
Do not	Do not use alcohol, tobacco or drugs in the company of children or young people.
Do not	Do not take pictures of children or young people unless you have prior school or parental consent to do so.
Do not	Permit abusive youth peer activities such as bullying. Bullying behaviour can be defined as repeated aggression, be it verbal, psychological or physical, which is conducted by an individual or group against others. Report any incidents or suspected incidents of bullying behaviour to the Designated Liaison Person immediately. Bullying will be addressed in accordance with the Gaiety School of Acting anti-bullying policy.
Do not	Allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood.
Do not	Allow any physically rough or sexually provocative games, or inappropriate talking or touching, by anyone in any group for which you have responsibility.
Do not	Show favouritism to any individual.
Do not	Trivialise or exaggerate child abuse issues.
Do not	Allow unsupervised access to the Gaiety School of Acting wireless internet connection and/or computer network.
Do not	Allow use of mobile phones during workshops unless absolutely necessary.
Do not	Believe "it could never happen to me."
<b>Do not</b>	<b>Under any circumstances attempt to deal with any problems or challenging behaviour alone.</b>

### **Breaches of the Code of Behaviour by Staff**

Any breaches of the Code of Practice will be raised with the individual concerned.

In the case of staff, serious breaches of the code or policy will be dealt with under the disciplinary procedure and could result in disciplinary action up to and including dismissal.

If you have a concern or complaint that is related to Code of Behaviour you can speak to the **primary designated contact, the Designated Liaison Person**<sup>5</sup>. The Designated Liaison Person will liaise with the General Manager and assess the situation and conduct an investigation if necessary.

Any allegation will be investigated confidentially in order to safeguard the rights of the person against whom allegations have been made. Investigations will be carried out quickly to see whether a prima facie case is established. If so, the issue will be handled according to the disciplinary procedure.

If not, the complainant will be told the outcome of the investigation and that the matter will not be taken any further. The individual will retain the right to pursue the matter under the complaints procedure, or grievance procedure as appropriate.

Following a complaint, the handling of the complaint will be subject to a review by an independent, external third party to ensure that all complaints are dealt with in line with best possible practice. During the course of such a review, all names and identifying details will be removed.

The Designated Liaison Person is Karen Lee.

She can be contacted at 01 6799277 or email [coordinator@gaietyschool.com](mailto:coordinator@gaietyschool.com)