

GUIDANCE FOR CONTACT WITH CHILDREN, YOUNG ADULTS AND VULNERABLE ADULTS

Staff and volunteers should:

- Should actively avoid spending any time alone with children or vulnerable beneficiaries, away from others
- In the unlikely event of having to meet with an individual child or vulnerable Adult this meeting must be as open as possible, and other staff members will be informed of the location and approximate length of the meeting. The meeting should not take place in a room that is not private, unless absolutely necessary. If no adult is available as company to the meeting, the young person will be encouraged to bring a friend.

Physical Contact

- Staff and volunteers should never engage in any type of physical contact with any young person or vulnerable Adult without first asking permission.
- We will always require a responsible adult to accompany any vulnerable beneficiaries or groups of vulnerable beneficiaries. The responsible adult will never be a member of staff.
- If a child or vulnerable Adult is reliant upon an adult for any aspects personal care, e.g. toileting or assistance of movement, The will engage the responsible adult, which will never be a member of staff.
- Staff and volunteers should never allow inappropriate touching of any kind.

Online Contact

- We will only contact a child directly via email or telephone in reference to workshops, performances or related work.
- Where possible, all contact with children will be conducted via schools, or relevant and responsible adults.
- We will not contact a child directly in regards to non-professional or personal matters.
- staff and volunteers will never issue or accept “friend requests” or equivalent from social networking sites from a child.
- If a child makes contact with a company member via social media, it will be reported to the Executive Director, who will ensure it is followed up and the appropriate action taken. On no account should the company member respond of their own volition.
- Staff and volunteers will not take or share photos or video footage of children without confirmation from the Executive Director that the appropriate permissions have been sought and received.
- The relevant member of related to any given project is responsible for distributing and collating photo permission forms to schools and for discussing how best to document projects, and will circulate this information
- Confidential data that is collected on children including addresses, dietary needs, medical conditions etc. should be treated in confidence and with respect and should be shared between adults only on a need-to-know basis.
- When sharing information, personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.