

The purpose and scope of behaviour code

This behaviour code outlines the conduct that Sheffield Music Hub expects from all our staff and volunteers. This includes board members, agency staff and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code is there to help us protect children and young people from abuse. Sheffield Music Hub is responsible for making sure everyone taking part in their activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Sheffield Music Hub, 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 outside our organisation and behaviour that takes place online.

Responsibility of staff and volunteers

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people by ensuring equipment is used safely and for its intended purpose
- 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 young people to follow
- challenging all inappropriate behaviour and reporting any breaches of the behaviour code to Head of Music Education - Sheffield
- 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 young people

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's 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 young person at the earliest opportunity.

Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people 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.

Find out more about:

- [safeguarding children who come from Black, Asian and minoritised ethnic communities](#)
- [safeguarding d/Deaf and disabled children and young people](#)
- [safeguarding LGBTQ+ children and young people](#)
- [safeguarding children with special educational needs and disabilities \(SEND\)](#)

E-safety and Acceptable use

It is essential that the use of ICT and online tools is carefully managed to ensure that all members of the musical community (teachers, families and young people) are kept safe. Employees and volunteers should be aware that information they share through social media applications, even if they are on "private spaces", are still subject to copyright, data protection, Freedom of Information legislation, the Safeguarding Vulnerable Groups Act 2006 and other legislation.

Civil, legal or disciplinary action could be taken should an employee be found to have brought the profession or institution into disrepute, or a behavior or communication is felt to have undermined confidence in their professional abilities.

Do:

- avoid voicing negative opinions about your work, colleagues or processes on your own private/public social media networks
- check your privacy settings on any personal social media sites and apps. Staff/volunteers should always remember that once content is shared online it is possible for it be circulated more widely than intended without consent or knowledge (even if content is thought to have been deleted or privately shared).
- Be aware that your reputation could be harmed by what others share about you online, such as friends tagging you in inappropriate posts, photographs or videos.

Do Not:

- engage in activity that could be deemed to be cyberbullying
- use email, text or social networking to communicate with children and young people. This applies to all children no matter what the circumstances are, up to the age of 19. You must only communicate with parents/carers.
- communicate with families using personal devices

Any pre-existing relationships which may compromise the above guidance should be discussed with a line manager.

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 young people
- ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in
- only provide personal care in an emergency and make sure there is more than one adult present if possible

You must not:

- allow concerns or allegations to go unreported
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person

- let children and young people 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 young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

[Find out more about recognising and responding to abuse](#)

Guidelines when teaching one-to-one:

- to be sensitive to how the student may feel about your actions
- to keep professional boundaries as you would with a whole class
- only touch a student when there is a sound educational reason (moving a hand into the correct position) and gently explain the reason
- ensure staff in the schools are aware of when and where you are teaching each week

All music lessons and activities delivered by Music Hub staff must take place on SCC premises or in professional educational settings. Accredited teachers may use professional or private studio within the home. Regardless of venue all aspects of the safeguarding policy should be adhered to at all times.

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 Sheffield Music Hub. 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 Head of Music Education – Sheffield. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

[Get more information about safeguarding and child protection](#)