

Code of Behaviour

The Code of Behaviour lists the type of behaviours and responsibilities that Cairde na Cruite staff will adhere to when working with children. The Code concerns all staff members and the administrative responsibilities of Cairde na Cruite.

The Cairde na Cruite Code of Behaviour for staff members is presented under the following categories:

- Child-centred approach
- Good practice
- Inappropriate behaviour
- Physical contact
- Health & Safety

Child-centred approach

Artist/Facilitator:

- Treat all children equally and as individuals,
- Listen to and respect children,
- Respect a child's personal space,
- Involve children in decision-making, where appropriate,
- Offer constructive criticism when needed but provide encouragement, support and praise (regardless of ability),
- Use age-appropriate language (physical and verbal),
- Use age-appropriate teaching aids and materials,
- Have fun and encourage a positive, trusting atmosphere,
- Be cognisant of a child's specific individual needs, for example, due to a medical condition,
- Be inclusive of children who have alternative communication needs through consultation with the event co-ordinator/primary carers,
- Respect differences of ability, culture, religion, race and sexual orientation.

Good Practice

Artist/Facilitator:

- Plan your session and be sufficiently prepared, both mentally and physically. Think about how you communicate with children,
- Observe appropriate dress and behaviour,
- Be inclusive of all children with special needs,
- Encourage children to report any bullying, concerns or worries (where appropriate),
- In the case of one-on-one workshops/tuition try to arrange it in an open environment with the full knowledge and consent of primary carers and Cairde na Cruite
- Maintain awareness around language and comments made. If you think that something you said might have caused upset or offence, then try to address it in a sensitive manner,
- Evaluate work practices on a regular basis,
- Report and record any incidents, accidents or concerns to parents/guardians and Cairde na Cruite as appropriate and in the case of any child protection disclosures or concerns report and record in accordance with the Reporting Procedures,
- Any contact with young people via phone, text, email must be done with parental consent,

- Do not let allegations made by a child go unrecorded;
- Do not make or receive private calls/texts while facilitating/supervising an activity,
- Do not contact young people through social networking sites.

Promoters:

- Exercise good communication with the primary carer.

Cairde na Cruite core staff:

- Communicate fully with the artists, facilitators, promoters, key workers etc. engaged in Cairde na Cruite 's programmes,
- Provide appropriate training for staff,
- Update and review policies and procedures regularly.

Cairde na Cruite core staff & Artist/Facilitator:

- In the case of a workshop hosted directly by Cairde na Cruite , create and maintain a register containing the following details for each child: name, address, phone number, special requirements, attendance, emergency contact and any other necessary information (e.g. dietary requirements, allergies etc.),
- In the case of a workshop hosted directly by Cairde na Cruite , ensure that primary carers, children, visitors, teachers/group leaders and facilitators have access to the Child Protection Policies & Guidelines, (these should be available on the Cairde na Cruite website)
- In the case of a workshop hosted directly by Cairde na Cruite, keep primary carers informed of any issues that concern their children,
- Have Emergency Procedures in place and make all staff aware of these procedures,
- Ensure appropriate supervision based on adequate ratios according to age, abilities and activities involved,
- If an employee/facilitator reports a workplace concern in good faith and on reasonable grounds in accordance with the procedures outlined in the legislation, it will be treated as a 'protected disclosure' under the Protected Disclosures Act 2014,
- Report concerns about other workers' behaviour.

Inappropriate behaviour

- Do not use or allow offensive or sexually suggestive physical and/or verbal language,
- Do not single out a particular child for favouritism, criticism, ridicule or unnecessary focus or attention,
- Do not allow/engage in inappropriate touching of any form,
- Do not hit or physically chastise children,
- Do not socialise inappropriately with children, i.e. outside of structured organisational activities.

Physical Contact

- Always seek the child's consent in relation to physical contact (except in an emergency or a dangerous situation),
- Do not engage in physical horseplay or inappropriate touch,
- Do not do things of a personal nature that children can do for themselves.

Health and Safety

Promoter/Artist/Facilitator:

- Provide a safe environment,
- Never leave children unattended or unsupervised,
- Manage any dangerous materials,
- Follow all incident, accident and other reporting procedures.

Photography

- Cairde na Cruite adheres to the Arts Council's *Guidelines for taking and using images of children and young people in the arts sector*,
- Cairde na Cruite is also committed to advocating that its Partner Promoters follow this code of practice where appropriate,
- Where images/recordings are undertaken by Cairde na Cruite, they will be done so on the basis of 'Informed Consent'.

Code of Behaviour for Staff and Children Participating in Online Events

- Where participants are aged under 18, Cairde na Cruite or the partner organisation will seek written parental permission for participation in online events,
- Children and staff should dress appropriately, as for an in-person event,
- The partner organisation and/or Cairde na Cruite must ensure appropriate online supervision based on adequate ratios,
- Staff should never find themselves alone with a child in an online meeting,
- Children and staff must be located in safe and suitable working environments,
- Children should have a primary carer in the room with them, or in a nearby room and within hearing distance. Host(s) should ideally be in a room where other people cannot see or listen to the event. If this is not possible, headphones must be worn and screens angled appropriately,
- Where possible, children should use a parent's device rather than their own device to participate in the event,
- Meetings must be password protected and only accessible by invitees,
- No harmful or inappropriate material must be shared online by students or staff,
- In the unlikely event that a meeting is hacked by an outsider, the host will immediately end the meeting and the event will be rescheduled,
- Communication outside of the agreed event time must be through the primary carer or partner organisation, including the sending of links to events. Under no circumstances should staff communicate directly with children outside of the event time,
- Children will not be required to set up accounts to participate in any online event,
- Online meetings should not usually be recorded. Parental permission will be sought for any recordings,
- In the spirit of openness and group transparency, private chat between participants during the event is discouraged,

- Recording and reporting procedures for staff and children are as outlined in Section 3 of Cairde na Cruite and Welfare Policy and Procedures,
- Materials presented or shared by facilitators in learning contexts should not be shared on any social media platform or elsewhere without the consent of the facilitator.