



# Face Front Inclusive Theatre

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## Code Of Conduct When Working in Schools, Day Centres and External Workshops Policy

This policy details the rules governing staff, volunteers and Trustees of Face Front Inclusive Theatre (FFIT/ Face Front) when working off site in Schools, Day Centres or other venues on behalf of Face Front Inclusive Theatre.

### Performance and Preparation of Space

- Try to ensure that the performance space is out of bounds to children until the performance/workshop is ready to commence.
- Do not accept help from the children with the set or preparation. They should not be in the performance space.
- It is advisable to stay in the performance/preparation area and avoid wandering around the school.
- Find out where the staff toilets are – never use the children's toilets.
- Make sure that a private and, if possible, lockable changing area is used.

### Conduct around the Schools/ Day Centre/ Venue

- Do not smoke anywhere on the school premises
- Alcohol and recreational drugs should not be taken onto the school premises under any circumstances and alcohol should not be consumed before arriving at the school
- Prescribed drugs should be kept out of reach of children in a secure place – eg locked in company vehicle
- Move around the school quietly – avoid shouting, loud laughter, slamming doors and unnecessary noise.
- Make sure that language and conversation is appropriate
- Wherever possible find out, and use, school procedures – eg signing in etc
- Ensure that your actions do not conflict with school rules – eg chewing gum etc
- You are an ambassador for Face Front and a role model for the children. Please make sure that everything about you reflects this image.
- Take responsibility for clearing up completely after the performance/workshop. Take rubbish away with you.
- Report any accidents or breakages immediately
- When not performing/leading a workshop, name badges should be worn showing individual first name and surname together with 'FACE FRONT'

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## Inclusion Through Theatre

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Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jagge  
Aditya Chakraborty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

Face Front Inclusive Theatre is a company limited by guarantee.  
Registered in England and Wales No.05154096. Registered Charity No.1116506.



facefronttheatre



Face-Front-Inclusive-Theatre

- Do not take any photographs, video or sound recordings of any young people without prior written permission from the school or their parents/carers. If permission is granted, care must be taken in the storage of the material.

## **Conduct with Children and Vulnerable Adults At Schools, Day Centres and Workshops at Face Front Inclusive Theatre**

This information is part of the agreement all staff, volunteers and freelancers are required to agree to before working with Children or Vulnerable Adults:

- Treat all children and young people with respect and listen to them carefully
- Never work or perform without the presence of teachers
- Avoid being left alone with a single child
- Do not initiate any physical contact with children – it should not be necessary
- If a child initiates physical contact – eg. approaches you for a hug – deflect if possible and offer a hand to shake
- Do not encourage children to sit on your knee – sit beside them.
- You are not in the school in a disciplinary capacity – leave that to the teachers!
- Never reprimand or shout at a child.
- Avoid getting involved in issues that arise – do not break up fights!
- If a child informs you of a problem – tell a member of teaching staff. Don't hang around whilst the teacher deals with the situation.
- If a child has an accident you are not responsible for administering first aid. Find a member of staff to deal with the incident.
- If you approached by a child wishing to tell 'confidences' do not agree to keep the issue secret and encourage them to tell a teacher or parent.
- If you become involved in a situation with a child that concerns you – tell the project coordinator immediately
- Maintain professional behaviour at all times.
- Ensure language is age appropriate especially concerning matters relating to sex, drugs, violence or pornography. Please make sure that you have received training on this area.
- No sexual or discriminatory language or behaviour is acceptable with young people or vulnerable adults, even if done through 'humour'. Please refer Face Front's Grievance, Disciplinary, Bullying and Harassment Policy.
- Don't ask for any personal details from young people (phone number, address, email) and don't accept personal details if offered.

### **Related Policies and procedures**

This policy should be read alongside our related organisational policies:

Safeguarding Child and Vulnerable Persons Policy  
 Photography and Video Policy  
 Data Protection Policy  
 Grievance, Disciplinary, Bullying and Harassment Policy

### **LAST REVIEWED**

December 2025

### **REVIEW**

June 2026

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## **Face Front's performing arts groups**

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