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 – e.g. signing in etc
- Ensure that your actions do not conflict with school rules – e.g. 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 incidents or breakages immediately
- When not performing/leading a workshop, name badges should be worn showing individual first name and surname together with 'FACE FRONT'

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

- 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 incident 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, social media handles) 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

July 2026

REVIEW

January 2027