

# LUDWIG THEATRE ARTS

## STAFF AND VOLUNTEER CODE OF CONDUCT

### Contents

<b>1. Introduction</b>	<b>2</b>
<b>2. Overarching Expectations</b>	<b>4</b>
<b>3. E-interactions</b>	<b>5</b>
<b>4. Further details about specific issues</b>	<b>6</b>
Dress and appearance.....	6
Receiving Gifts from Participants.....	6
Giving Gifts to Participants.....	6
Infatuations and Attractions.....	7
Social contact which is not part of formal Ludwig Theatre Arts activities.....	7
Physical Contact.....	7
Personal Living Space.....	8
Photography, videos and other images or media.....	8
Power and Positions of Trust.....	8
Transporting Children and Young People.....	9
Exposure to inappropriate content including images.....	10

LTA is also committed to reviewing its Safeguarding and Child Protection Policy and Code of Practice annually.

Most recently reviewed on:	<b>May 2025</b>
Next review due:	<b>May 2026</b>

Both documents are available on the safeguarding page of the LTA website and on request to parents and visitors at any time. All staff are given a copy in their induction pack.

# 1. Introduction

Ludwig Theatre Arts defines has adopted the following definition of safeguarding:

*Safeguarding is the actions taken to protect anyone who may, in any way, be vulnerable (including but not exclusively anyone under the age of 18 and adults with care and support needs) from abuse, bullying, neglect and exploitation, which causes distress or may cause the impairment of mental and physical health or development and actions taken to prevent these situations developing.*

It is the policy of Ludwig Theatre Arts that every child and young person who participates in events of any sort organised by Ludwig Theatre Arts should be able to do so in comfort and safety. They should be protected from neglect, bullying and harassment, as well as physical, emotional and sexual abuse. All actions and comments made whilst dealing with children and young people should be well considered and never give rise to misinterpretation.

We recognise our responsibility to safeguard the welfare of all children and young people by a commitment to recommended best practice which protects them. This commitment applies equally to all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. All children have the right to fair treatment, which avoids discrimination of any sort, including equal protection from all types of harm or abuse.

Ludwig Theatre Arts recognises our moral and statutory responsibility to safeguard and promote the welfare of all children and adults whom we work with. We endeavour to provide a safe and welcoming environment where children and adults are respected and valued.

The expectations we have for the behaviour apply to all our staff and volunteers. This Code of Conduct is a vital part of our safeguarding framework by ensuring everyone at Ludwig Theatre Arts understands accepted behaviours. The Code of Conduct applies to all Ludwig Theatre Arts's staff – paid, volunteer and trainees and should be read in conjunction with the Ludwig Theatre Arts Safeguarding Policy which is available on the safeguarding page of our website.

It is crucial that any concerns in relation to staff or volunteer behaviour are shared responsibly with Ludwig Theatre Arts's leadership directly, with the Safeguarding Lead Officer or through the reporting form on the safeguarding page of our website without delay. Such concerns include, but are not limited to:

- Breaches of the Code of Conduct (sometimes called Low-level Concerns)
- Allegation being made against a member of staff or a volunteer about the way they have behaved towards a child (i.e. anyone under the age of 18) whether in their professional or personal life

Any concern raised will be taken seriously by Ludwig Theatre Arts, whose leadership will investigate appropriately and, should the concern be proven beyond reasonable doubt, will impose sanctions. More information about the process is within our safeguarding policy.

As Ludwig Theatre Arts' safeguarding lead officer, **Jack Ludwig** accepts overall responsibility for the Code of Conduct.

## 2. Overarching Expectations

LTA expects that all staff, which for these purposes includes anybody in paid or unpaid work on its behalf, will be aware of this Code of Practice and adhere to its principles in their approach to all children and young people.

1. All contact should be as open as possible with a presumption that no time will be spent alone with children unless it is absolutely unavoidable.
2. It is important to avoid physical contact with children as much as possible and this should be avoided ([see Part 4 for more information](#)).
3. It is not good practice to take children alone in a car on journeys, however short.
4. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
5. It is important not to deter children from making a ‘disclosure’ of abuse through fear of not being believed, and to listen to what they have to say. Guidance on handling a disclosure is set out in *Appendix C of the LTA Safeguarding Children and Young People: Policy & Procedures*. If this gives rise to a child protection concern, it is important to follow LTA’s procedure for reporting such concerns, and not to attempt to investigate the concern yourself.
6. Remember that those who abuse children can be of any age (including other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
7. Good practice includes valuing and respecting children as individuals, and the adult modelling of appropriate conduct – which will always exclude bullying, shouting, racism, sectarianism or sexism.

## E-interactions

- It is acknowledged that the vast majority of Ludwig Theatre Arts’s staff, volunteers and participants will use electronic communications and social media in the course of their lives and it will be used to communicate with participants.
- Members of staff or volunteers should not follow or befriend participants on their personal social media accounts. It is strongly advised that privacy settings are used to ensure that posts that include an email address, phone number, address, photos of family members or other personal information are not publicly visible and therefore not accessible by participants.
- Members of staff or volunteers should not post pictures or identifiable information about participants, nor should they post any details about a participant’s situation.
- Whenever posting on social media, commenting on posts or sending messages via a messaging app Ludwig Theatre Arts’s staff and volunteers be respectful. Specifically they must not post or message any hateful, defamatory, obscene, discriminatory or harassing comments, images or videos, or anything that could be deemed offensive to others.
- Where staff or volunteers have a business reason to send a message to a participant, messages should only be sent using apps which are approved by Ludwig Theatre Arts and wherever possible should be sent in a group. A group should be set up which includes an additional Ludwig Theatre Arts worker to ensure openness and accountability and reduce the risk of messages being misinterpreted or being taken out of context.
- Please speak to Jack about the use of any professional or ‘work’ social media accounts and how these should be used.

### 3. Further details about specific issues

---

#### **Dress and appearance**

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, a manner of dress and appearance should be selected which is appropriate to the role and which may be necessarily different to that adopted in their personal life. Staff and volunteers should ensure they are dressed decently, safely, and appropriately for the tasks they undertake.

While maintaining this level of choice, Ludwig Theatre Arts's management retains responsibility for the interpretation and application of this

*This means that staff and volunteers should wear clothing which:*

- promotes a positive and professional image
- is appropriate to their role, acknowledging that certain performances will require participants to wear costumes which might otherwise be deemed as unsuitable when not performing
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment, or give rise to misunderstanding
- is absent of any contentious slogans (including those of a political nature)
- is not considered to be discriminatory

---

#### **Receiving Gifts from Participants**

There are occasions when participants may wish to pass small tokens of appreciation to staff and volunteers e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

Volunteers need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

*This means that staff and volunteers should:*

- ensure that gifts received in situations which may be misconstrued are declared and recorded
- only accept gifts that are of insignificant value (worth less than £10)
- not accept money from participants, reinforcing the fact that all services, including their time, are given freely to and on behalf of the organisation

---

#### **Giving Gifts to Participants**

Staff and volunteers will not give gifts (including shopping or financial support) to participants. Giving gifts could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

*This means that staff and volunteers should:*

- Not give gifts to participants.
- Discuss with Ludwig Theatre Arts leadership the ways in the organisation or other community support networks

---

could provide assistance if a participant needs it.

---

### **Infatuations and Attractions**

It should be acknowledged that, at times, participants become infatuated with, or attracted to, a volunteer who is befriending them. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

*This means that staff and volunteers should:*

- report any indications (verbal, written or physical) that suggest a participant may be infatuated with a volunteer
- always maintain acceptable boundaries

*This means that leaders should:*

- put action plans in place, including changing the allocated worker, where concerns are brought to their attention
- 

### **Social contact which is not part of formal Ludwig Theatre Arts activities**

If a participant seeks to establish social contact, or if this occurs coincidentally, the member of staff or volunteer should exercise professional judgement. This also applies to social contacts made through outside interests.

*This means that staff and volunteers should:*

- always approve any planned social contact with participants with Ludwig Theatre Arts leadership
  - advise Ludwig Theatre Arts leadership of any regular social contact they have with a participant which could give rise to concern
- 

### **Physical Contact**

In all circumstances LTA's approach to physical contact with participants is that it should be avoided as in most situations. However, there are times when the activities undertaken require physical contact between staff or volunteers and participants.

While this may be appropriate in the context of the activity, it is crucial that it only happens in ways appropriate to their role and in relation to the participant's individual needs.

Not everyone feels comfortable about certain types of physical contact this should be recognised, and volunteers should only initiate contact with the full,

*This means that staff and volunteers should:*

- be aware that even well-intentioned physical contact may be misconstrued by the participant, an observer, or any person to whom this action is described
  - never touch a participant in a way which may be considered indecent
  - always be prepared to explain actions and accept that all physical contact be open to scrutiny
  - always encourage participants, where possible, to undertake tasks independently
  - report and record situations which may give rise to concern
-

---

informed consent of the participant and be sensitive to any signs that they may be uncomfortable or embarrassed.

- be aware of cultural or religious views about touching and be sensitive to issues of gender
  - always tell your line manager if comfort is offered to a distressed participant and how it was offered
- 

### **Personal Living Space**

No child or young person should be in, or invited into, the home of staff or volunteers.

In circumstances where existing friendships mean that there are personal reasons why this may be appropriate, it should be declared to Ludwig Theatre Arts's management for accountability.

Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.

*This means that staff and volunteers should:*

- be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations
  - be mindful of the need to maintain professional boundaries
  - refrain from asking children and young people to undertake personal jobs or errands
- 

### **Photography, videos and other images or media**

Under no circumstances should staff or volunteers take images of participants unless it is for official Ludwig Theatre Arts purposes which have been sanctioned by the organisation's leadership.

Participants may wish to take photos of staff and volunteers and of other participants. All participants, staff and volunteers must be asked whether they consent to having their photo taken before another participant is allowed to take their photo.

*This means that staff and volunteers should:*

- not take images of participants, using personal equipment, for any purpose
  - ensure participants and volunteers are asked if they consent should another participant want to take their photo
- 

### **Power and Positions of Trust**

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young

*This means that staff and volunteers should:*



---

people are in positions of trust in relation to the young people in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

A relationship between an adult and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

- Be aware of the legal responsibilities placed upon them by the Police, Crime, Sentencing and Courts Act 2022
- not use their position to gain access to information for their own or others' advantage
- not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- not use their status and standing to form or promote relationships which are of a sexual nature, or which may become so

---

### **Transporting Children and Young People**

There may be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately

*This means that staff and volunteers should:*

- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
- record details of the journey in accordance with agreed procedures

---

insured and that the maximum capacity is not exceeded.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV19 - staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

It is inappropriate for adults to offer lifts to a child or young person outside their normal working duties, unless this has been brought to the attention of Ludwig Theatre Arts's leadership and has been agreed with the parents/carers.

There may be occasions where the child or young person requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to the Ludwig Theatre Arts's leadership.

- ensure that their behaviour is appropriate at all times
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified if questioned

---

### **Exposure to inappropriate content including images**

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the setting's or personal equipment,

*This means that staff and volunteers should:*

- ensure that children cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children are age appropriate

---

on or off the premises, or making, storing or disseminating such material is illegal.

Under no circumstances should staff or volunteers access pornography or other inappropriate content on Ludwig Theatre Arts's property or while delivering activities. Equipment containing pornography or links to it should never be brought to Ludwig Theatre Arts and if found will will raise serious concerns about the suitability of the adult to continue working with children and young people.

---