



Chelmsford Young Generation Amateur Musical Society

Registered Charity 275186

www.young-gen.co.uk

CODE OF CONDUCT FOR COMMITTEE MEMBERS, CHAPERONES AND VOLUNTEERS

For all adults working with or on behalf of Young Gen

Reviewed	June 2026
Next Review Due	June 2027

Introduction

Young Gen is committed to providing a safe, inclusive, respectful and supportive environment for all members. Adults involved with the Society set the tone for our culture and are expected to model the behaviour, professionalism and kindness we expect of our young people.

This Code applies to committee members, trustees, production team members, chaperones, backstage helpers, volunteers, tutors, workshop leaders and any other adult working with or on behalf of Young Gen, whether at HQ, at the theatre, off-site or during any Young Gen activity.

This Code should be read alongside Young Gen's Safeguarding Policy, Online and Social Media Policy, Privacy Notice, Whistleblowing Policy, physical intervention recording arrangements, production risk assessments and any role-specific instructions.

Safeguarding and Duty of Care

- The welfare of children and young people is paramount.
- All adults must take reasonable steps to protect children, young people and adults at risk from harm, abuse, neglect, exploitation and inappropriate behaviour.
- All adults must understand who the Designated Safeguarding Lead and Safeguarding Assistant are and how to report a concern.
- Any concern, however small, must be reported promptly to the Designated Safeguarding Lead or Safeguarding Assistant. Adults do not need to decide whether a concern is serious before reporting it.
- Where a child, young person or adult at risk is in immediate danger, needs urgent medical help, or a crime is in progress, 999 must be called immediately. Internal reporting must not delay urgent protective action.
- Adults must co-operate with safeguarding procedures, including recording concerns accurately and keeping information confidential on a need-to-know basis.

DBS, Chaperone Licensing and Safer Recruitment

DBS checks, chaperone licences and other suitability checks will be applied in line with the role, frequency of contact, supervision arrangements and legal eligibility criteria. A DBS check is only one part of safer recruitment and does not remove the need for professional boundaries and good safeguarding practice.

- Licensed chaperones must hold an appropriate chaperone licence and Enhanced DBS check in accordance with the licensing authority's requirements.
- Directors, Musical directors, choreographers, tutors, workshop leaders and others with regular responsibility for instructing, supervising or caring for children will be required to hold an appropriate Enhanced DBS check where eligible.
- From 1 September 2026, Young Gen will take account of the removal of the supervision exemption when deciding whether regular supervised volunteers are undertaking regulated activity and require an Enhanced DBS check with Children's Barred List information.
- Adults must tell the Designated Safeguarding Lead, Chair or Vice-Chair if there is any change in circumstances that may affect their suitability to work with children.

Responding to a Disclosure or Concern

If a child or young person discloses abuse or raises a concern:

- Listen carefully and remain calm.
- Reassure them that they have done the right thing by telling someone.
- Do not promise confidentiality. Explain that you may need to share the information with someone who can help keep them safe.
- Do not ask leading questions, investigate, confront anyone or discuss the matter widely.
- Record a factual account as soon as possible using the child's own words where possible.
- Report the concern to the Designated Safeguarding Lead or Safeguarding Assistant as soon as possible and, in any event, on the same day.

Professionalism and Conduct

- Treat children, parents, volunteers, theatre staff, visitors and other adults with respect, fairness and kindness.
- Avoid any language or behaviour that could be perceived as discriminatory, humiliating, bullying, intimidating, sarcastic, overly familiar or showing favouritism.
- Give constructive feedback. Do not use public criticism, ridicule, embarrassment or pressure as a rehearsal or management technique.
- Raise concerns privately and constructively. Do not argue or discuss sensitive adult matters in front of children.
- Be reliable, calm, solution-focused and mindful that children may look to adults for emotional cues during rehearsals, performances and stressful moments.
- Follow all safety instructions, risk assessments, theatre rules, house rules, safeguarding arrangements and directions from the appropriate production or committee lead.

Boundaries and One-to-One Situations

- Maintain appropriate physical, emotional and professional boundaries at all times.

- Avoid one-to-one situations with children wherever possible. If one-to-one contact is unavoidable, use an open, visible or public area, keep doors open where safe to do so, and ensure another appropriate adult is nearby or aware.
- Do not spend time alone with a child behind closed doors unless there is an immediate safeguarding, welfare or medical reason and another adult is informed as soon as possible.
- Do not form private or secretive relationships with children or current acting members.
- Do not give personal gifts, money, special privileges or excessive individual attention to any cast member in a way that could be seen as favouritism, create dependency, or blur professional boundaries.
- Any group rewards, prizes or thank-you gifts should be agreed by Young Gen and offered fairly and transparently.

Physical Contact and Consent

Some theatre activities may involve close proximity or limited physical contact, for example choreography, stage movement, costume fittings, quick changes, microphone fitting, make-up, wigs, props or first aid. Any physical contact must be necessary, proportionate, respectful and clearly connected to the activity.

- Adults must not initiate unnecessary physical contact with children or young people, including hugging or overly familiar contact. Physical contact should only take place where it is necessary and appropriate, for example for safety, first aid, choreography, stage movement, costume, microphone fitting, make-up or wigs, and should be carried out with consent wherever possible and in view or hearing of others.
- Explain what needs to happen and seek the child's consent before physical contact wherever possible.
- Give the child a choice where practical, including another adult carrying out the task or finding an alternative approach.
- Ensure another adult or chaperone is present or within sight/hearing where possible.
- Respect dignity, privacy, personal space, age, maturity, additional needs and cultural considerations.
- Any use of reasonable force or physical intervention must be the minimum necessary to prevent harm and must be recorded in line with Young Gen's physical intervention recording arrangements.

Communication, Social Media and Technology

- Communication with children and young people must be professional, transparent and capable of being reviewed if a safeguarding concern arises.
- Adults must not initiate or accept private social media friend/follow requests from members under 18 or current acting members of the Society.
- Adults must not communicate with children through personal messaging, text, WhatsApp or personal social media unless there is a clear, agreed and recorded welfare or operational reason and a parent/carer or another appropriate Young Gen adult is copied in wherever possible.
- Any communication about Young Gen matters should use approved Young Gen channels and must be limited to Young Gen matters.
- Personal mobile phones should be kept away during sessions unless needed for an authorised Young Gen purpose, emergency, welfare matter or agreed production role.
- Do not show or share personal device content with cast members.
- Only adults authorised by Young Gen may take official photographs or videos of rehearsals, performances or Young Gen activities. This may include the appointed photographer/videographer, the DSL, or another adult authorised by the committee or production team for an agreed Young Gen purpose.

- Photos and videos must only be taken in line with image consent, safeguarding and privacy arrangements. They must be stored securely and must not be shared from personal devices, personal accounts or informal messaging groups unless specifically authorised.
- Where a personal device is used for an authorised Young Gen purpose, images and videos must be deleted from the device, including temporary folders or cloud back-ups where possible, no more than 12 months after the end of the production or sooner if no longer needed.
- No photos or recordings may be taken in changing areas, dressing rooms, toilets, first aid areas or private/restricted areas.

Confidentiality and Data Protection

- Personal, medical, safeguarding, family and committee information must be treated confidentially and shared only on a need-to-know basis.
- Do not discuss children, families, volunteers or internal matters in public areas, dressing rooms, toilets, social media groups or informal chats.
- Safeguarding information must not be promised as secret. It may need to be shared to keep a child or adult at risk safe.
- Follow Young Gen procedures for storing, using, sharing and disposing of personal information, both paper and digital.

Transport and Off-Site Activities

- Adults must not offer lifts to children or young people unless this has been approved by a parent/carer and, where appropriate, by Young Gen.
- Off-site activities must have suitable adult supervision, emergency contact information and parental consent where required.
- Adults should avoid being alone in a vehicle with a child wherever possible. Where unavoidable, this should be agreed, recorded and risk assessed.

Appearance, Alcohol, Smoking and Vaping

- Adults should dress appropriately for their role and the activity being undertaken.
- Smoking and vaping are not permitted on site or in costume, and must not take place in front of children during Young Gen activities.
- Alcohol must not be consumed while supervising, chaperoning, teaching, transporting or supporting activities involving children.
- Adults must not attend Young Gen activities while under the influence of alcohol or drugs.

Whistleblowing, Low-Level Concerns and Allegations

- Adults are expected to raise concerns about poor practice, unsafe behaviour or breaches of this Code, even if the concern appears minor.
- Low-level concerns should be reported to the Designated Safeguarding Lead or Safeguarding Assistant so that patterns can be identified and addressed.

- Any allegation of abuse, inappropriate behaviour, breach of professional boundaries, or conduct that may indicate a risk of harm to children must be reported immediately to the Designated Safeguarding Lead or Safeguarding Assistant.
- If the concern is about the Designated Safeguarding Lead, it must be reported to the Safeguarding Assistant, Chair or Vice-Chair.
- Adults must not investigate the allegation themselves, question witnesses unnecessarily, confront the person concerned, or discuss the matter widely.
- Young Gen will follow its safeguarding procedures and, where the allegation may meet the LADO threshold, will seek advice from the Local Authority Designated Officer route before carrying out any internal investigation.
- The person subject to the allegation may be temporarily removed from duties, restricted from contact with children, or suspended while advice is taken and/or an investigation takes place. This is a neutral safeguarding measure and does not imply that the allegation has been proven.
- Confidentiality will be maintained as far as possible, and all parties will be treated fairly and respectfully. Anyone who raises a genuine concern will be treated fairly and should not suffer retaliation.

Breaches of this Code

Breaches of this Code may result in action being taken, including advice, training, supervision, restriction of duties, suspension, removal from role, referral to the Local Authority Designated Officer, referral to the DBS, referral to the Charity Commission, or police/social care involvement where appropriate.

Declaration

I confirm that I have read, understood and agree to follow the Chelmsford Young Gen Code of Conduct for Committee Members, Chaperones and Volunteers. I understand that my behaviour must always promote the safety, dignity and wellbeing of the young people in our care.

Name: _____

Role: _____

Signature: _____

Date: _____