



Digital Writes - Development & Publishing C.I.C.

Code of Conduct for Children and Young People

Purpose

This Code of Conduct aims to make sure everyone who participates in Digital Writes' activities knows what is expected of them and feels safe, respected and valued.

A key part of our ethos is to provide authentic experiences of working in the arts industries. Therefore we expect people who take part in our activities to exhibit an appropriate level of professional conduct at all times. This includes conduct that takes place outside our organisation and conduct that takes place online.

Digital Writes will make sure that everyone taking part in our activities has seen, understood and agreed to follow this Code of Conduct, and that they understand the consequences of inappropriate behaviour.

This Code of Conduct should be read in conjunction with our general Safeguarding Policy and all related policies, procedures and guidelines.

Basic principles

This code of conduct aims to:

- identify acceptable and unacceptable conduct;
- encourage cooperation, honesty, fairness and respect;
- create an environment where your self-esteem, self-respect and self-confidence will grow;
- encourage you to recognise and respect the rights of others;
- encourage you to take responsibility for your own conduct;
- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts

You should:

- cooperate with others;
- be friendly;
- listen to others;
- be helpful;
- have good manners;
- treat everyone with respect;
- take responsibility for your own conduct;
- talk to a Digital Writes tutor or a teacher from your school about anything that worries or concerns you;
- follow this code of conduct and other rules (including the law);
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else;
- bully other people (online or offline);
- behave in a way that could be intimidating;
- be abusive towards anyone.

What happens if I decide not to follow the Code of Conduct?

This Code of Conduct is part of our process for making sure everyone who takes part in our activities receives the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our Code of Conduct, our staff or volunteers will remind you of how you agreed to conduct yourself and ask you to honour that agreement.

They will give you an opportunity to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the Code of Conduct after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity.

They will make a record about what happened and inform a teacher from your school or your parents or carers if this is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We may also decide that a change in the way you participate in our activities is appropriate to safeguard the welfare of other participants and to give you the opportunity to find another way to succeed and progress back to full participation.

Final warning

If the support we have put in place isn't helping you to change your conduct, we may need to give you a final warning. Again this will be recorded and we'll inform a teacher from your school or your parents or carers as appropriate.

At this point, we may need to talk with you and your teacher or your parents or carers about excluding you from further participation in the project.

Child protection procedures

If any member of staff or volunteer becomes concerned that your conduct suggests you may be in need of protection or that you may present a risk of harm to other children and young people, they will follow our child protection procedures. This may involve making a referral to the local authority.

If child protection procedures are necessary we will talk this through with you and your teacher or your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The role of teachers

Wherever possible we prefer to involve teachers or youth workers from partner organisations in our projects. We see them as valuable partners in promoting positive conduct and will involve them as appropriate.

We will always inform and involve your teachers if you receive a formal warning about your conduct, unless doing so would put you in danger.

The role of parents and carers

We see parents and carers as valuable partners in promoting positive conduct and will involve them as appropriate.

We will always inform and involve your parents or carers if you receive a formal warning about your conduct, unless doing so would put you in danger.

Declaration

This Code of Conduct was written by Digital Writes staff based on a standard example by NSPCC and approved by Digital Writes Board of Directors on 22 June 2020.

We are committed to reviewing our policy and good practice annually.