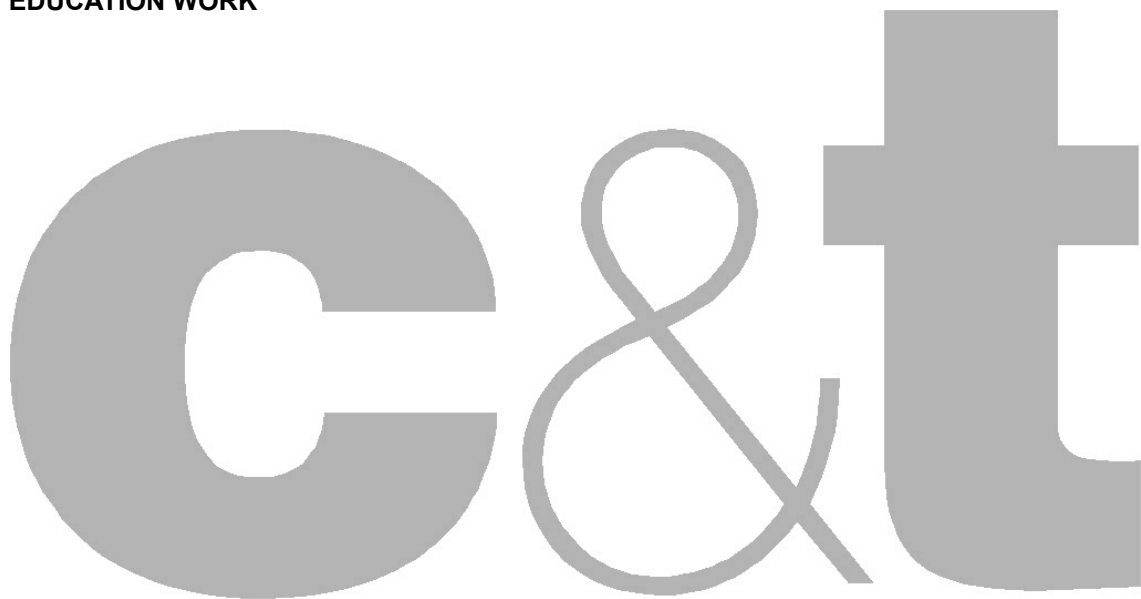


**GOOD PRACTICE GUIDELINES:  
EDUCATION WORK**



You can download this document at [www.candt.org](http://www.candt.org)

Copies can also be obtained from:

- C&T, University of Worcester, Henwick Grove, Worcester, WR2 6AJ
- 01905 855436
- [info@candt.org](mailto:info@candt.org)

© C&T 2006

Extracts from this document may be reproduced for non-commercial education or training purposes on condition that the source is acknowledged. All other use must be with permission.

## **GOOD PRACTICE GUIDELINES: EDUCATION WORK**

These Guidelines have been developed to help staff and artists who are involved in C&T's education programme. The Guidelines apply to all staff whether on permanent, temporary or freelance contracts or working as volunteers, and they should be read in conjunction with C&T's Child Protection Policy and General Guidelines.

C&T undertakes the Enhanced Disclosure process through the Criminal Records Bureau on all artists and staff who are actively involved in the education programme.

### **A child-centred approach**

C&T's General Guidelines make it clear that the children C&T works with are valued and respected as individuals, and that their views and concerns are listened to. Staff must:

- treat children with respect
- offer encouragement and praise
- take time to listen to children's views
- where possible take children's views on board in any relevant decision-making process.

### **WHEN WORKING WITH CHILDREN ON EDUCATION PROJECTS, THERE ARE A NUMBER OF SPECIFIC THINGS WHICH YOU SHOULD THINK ABOUT AND PROCEDURES YOU NEED TO FOLLOW.**

#### **Follow any relevant procedures required by schools or community groups**

For example, most schools will expect you to sign in on arrival and some require visitors to wear ID badges, to ensure that no unauthorised adults enter the premises. Make sure that you arrive early enough to deal with these important administrative procedures before setting up for your workshop.

#### **When in schools, make sure you use the staff toilets not the children's**

When you arrive at the school, make sure that the staff show you where the staff room and toilets are.

#### **When working in schools it is essential that there is a teacher present at all times**

C&T always signs a contract with a school in advance, making it clear that this is a requirement. It is advisable to mention this to the relevant class teacher or named contact when you arrive at the school however, in order to reinforce its importance. If a teacher is not present you should not begin your workshop until they are. If a teacher leaves the room during a session you should carry on working rather than leave the children unsupervised, however if there are 2 or more artists present one of you should find the headteacher as soon as possible to inform him/her of the problem. You should also let C&T know afterwards, so we can follow up with a letter to the school.

#### **Where possible, another adult should be present during project work with children outside formal education**

As far as possible C&T works to ensure that this is the case. For example in Youth Theatre projects the Animateur who is leading the session is usually supported by a co-worker or member of C&T staff. During work with out-of-school groups there is generally a youth/ community worker present.

#### **Avoid being on your own with a child – if it is unavoidable, make sure that you are within sight or hearing of others**

If it is necessary to speak to a child about something individually, make sure that another adult is around. If you find yourself in a situation where you are the only adult in the room, make sure that the door is open and that someone else can see and/or hear what is happening. The need for openness to protect staff needs to be balanced with a need for a child's privacy however, to ensure that children have the opportunity to discuss things confidentially if they want to.

#### **Do not have any unnecessary physical contact with children.**

In teaching drama it is sometimes necessary to touch a student, for example to correct a stage position or guide a movement. For artists involved in the company's education work, there are some basic guidelines about touching children which you should always follow when teaching:

- Think about whether the correction you are making or the point you are trying to explain could be made clear in another way, e.g. by you, or another student, demonstrating. If it can, it is always preferable to use the alternative approach instead of physical contact.
- Children and young people must always be treated with respect and dignity. If it is necessary to touch a child therefore, it is important that there is an understanding and agreement to this taking place. With children and young people attending a drama workshop or rehearsal for example, an explanation of the teaching approach should be given to parents/carers and children, perhaps at the start of an individual rehearsal period or at the beginning of each academic year.
- A touch can be misconstrued, so it is important that the child understands the intention behind your action. You should make sure that you touch in a firm, unambiguous manner – it is important that you are neither too rough nor too delicate, both of which can be misunderstood.
- Be sensitive to a young person's feelings – if a child or young person says they do not want you to touch them, or if you sense that this is the case, respect that young person's feelings and find different approaches to teaching them. There could be many reasons for such a reaction - a child may have been bullied or abused for example, and young people going through the hormone changes of adolescence can be very embarrassed by touching.

**Keep your relationships with students on a professional level**

Remember that the law says someone is a child until they are 18. Regardless of the age of the student an artist or member of C&T staff is working in a professional capacity in an education project, and the relationship must be kept on that level. It is important that you do not arrange to meet a student outside the work environment.

**Report any suspicions or allegations of abuse or bullying**

Recognising child abuse is not easy - however it is not up to individuals to decide whether or not abuse has taken place. If you have any anxieties at all it is **essential** that you report them **as soon as possible** in accordance with the procedures set out in the Child Protection Policy.